

AP 7400 Travel and Conference Attendance

Reference:

Education Code Section 87032;
2 Code of Federal Regulations Part 200.474

- 1.0 This is a general policy of the North Orange County Community College District for the conveyance of employees on District business and authorized activities. Travel and transportation expenses will be reimbursed only up to approved amounts and are subject to limitations established by staff development or other funding sources.
 - 1.1 For purposes of this policy, off-campus travel shall be defined as including international, national, regional, state, or sectional meetings whose principal business includes community college instruction and/or support functions or the advancement of the discipline or professional area in which the individual normally teaches or works or studies. Reimbursement shall be for actual, necessary and reasonable expenses. This also includes business mileage incurred by the individual using a personal vehicle in the performance of duties which require travel away from the individual's regular work location. Not included in the above definition are:
 - 1.1.1 Meetings where participants receive college credit, except for those individuals receiving continuing education credit for maintaining their professional licenses.
 - 1.1.2 Meetings that pay a salary or honorarium to participants.
 - 1.1.3 Meetings of professional organizations with interests outside the scope of the employee's normal work assignment.
 - 1.1.4 Special interest meetings outside the scope of the definition.
- 2.0 Trustees' travel expenses are discussed in BP/AP2735, Board Member Travel.
- 3.0 Student travel expenses and employee expenses incurred while travelling with students are discussed BP/AP4300, Field Trips and Excursions.
- 4.0 General principles are as follows:
 - 4.1 All employees driving either their own, leased, or District-owned vehicles for District related activities must certify that they possess a valid California Drivers License.
 - 4.2 All uses of College transportation must be for official District related activities.
 - 4.3 Privately owned vehicles of authorized District employees may be used for District transportation purposes with reimbursements within Board policy. Employees must certify that their vehicle is covered by automobile insurance as required by California law.

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- 4.4 Transportation provided by the College/District is limited by the availability of vehicles and prior approval of the trip.
- 4.5 District-owned/leased vehicles are available at each campus for the use of authorized personnel for approved District business.
- 4.6 Privately owned/leased vehicles may be used when District-owned vehicles are not available. Any employee who is authorized to use his/her privately owned or leased vehicle to travel off-campus for approved District related activities may receive reimbursement for business mileage incurred through each use. Reimbursement of business mileage includes all maintenance, fuel, oil, and related costs including the cost of insurance. All persons driving on District business shall take the most direct route possible. Reimbursement for such business mileage shall be at the prevailing IRS standard rate.
 - 4.6.1 Mileage shall be calculated as the distance from the employee's regular work location to his/her off-campus business destination and return to regular work location.
 - 4.6.2 If the employee does not both leave and return to his/her regular work location, the total miles driven less regular commute miles shall be reimbursed.
 - 4.6.3 Miles to and from an airport/train station in excess of regular commute miles shall be reimbursed.
 - 4.6.4 If two or more employees share a personal vehicle, only one employee shall be reimbursed for mileage expense at the established rate.
 - 4.6.5 Transportation-related expenses which are directly associated with business mileage and are reasonable and necessary shall be reimbursed. Allowable expenses include parking fees, bridge, highway and tunnel tolls. All claimed transportation related expenses shall be authenticated by submission of original itemized valid receipts.
- 4.7 If an employee is assigned to perform work outside his/her regular hours of employment, or on an emergency or non-scheduled basis, the employee shall receive reimbursement for the total mileage traveled in connection with the assignment.
- 5.0 Travel/conference expenses are allowed as follows:
 - 5.1 Authorization to approve travel/conference requests, within budget, has been delegated by the Board of Trustees to the Chancellor or their designee.
 - 5.2 Reimbursable transportation expenses include all necessary official travel on railroads, airlines, ships, buses, private vehicles and other usual means of conveyance. Claims for reimbursement must be supported by original itemized ticket stubs or original itemized receipts provided by the commercial carrier.

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- 5.2.1 The expense of traveling by commercial carrier will be allowed on the basis of actual cost. All accumulated airline mileage benefits earned while on District business and paid by the District shall be used for the benefit of the District. All employees will be expected to use the most economical mode of transportation where practical and in the best interest of the District.
- 5.2.2 When attending a conference to which the employee has traveled by common carrier, the employee may rent an automobile for local transportation. The cost of the car rental shall be the most economical available.
- 5.2.3 Reimbursement for travel by private vehicle shall not exceed the lowest commercial airfare. Other transportation-related expenses which are directly associated with conference or meeting attendance and reasonably incurred shall be reimbursed. Allowable expenses include parking fees, bridge, highway and tunnel tolls, fare for streetcars, rental cars, shuttles, ferries, taxis, buses, and subways. All transportation-related expenses claimed shall be authenticated by original itemized receipts.
- 5.2.4 College/District staff shall not pilot or charter personal or private aircraft when traveling within the scope of their employment, unless this method of travel is covered by District liability insurance and the pilots are approved by the District and the District's liability carrier.
 - 5.2.4.1 Reimbursement for travel by privately owned or leased aircraft shall be the prevailing STATE RATE or the commercial carrier cost, whichever is less, not to exceed actual and necessary rental/lease costs.
- 5.2.5 Registration fees charged in connection with approved attendance at conferences, conventions, committee meetings, in-service training seminars and so forth, are allowable at actual cost. Actual charges must be verified by original itemized registration receipt or bona fide itemized registration application form. Registration expense may be reimbursed to the employee or, alternatively, may be paid directly to the vendor.
- 5.2.6 Actual lodging cost, not to exceed charges at the single occupancy rate, shall be allowed. An original itemized receipt for lodging expense must be submitted with the reimbursement claim to be allowable. No other receipt will be accepted--i.e., credit card receipt.
 - 5.2.6.1 If lodging is shared with another employee, each will be reimbursed only for his/her share of the charges.
 - 5.2.6.2 When an employee shares lodging facilities with a non-district person (e.g., spouse, children, etc.), reimbursement to the employee is limited to the single occupancy rate. All reimbursement claims for such instances must show the rate for single occupancy.

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- 5.2.6.3 Normally, lodging expenses are reimbursed for the actual dates of the approved conference. The night before or the night the conference ends may be reimbursed if supported by a written statement explaining the necessity. Special circumstances which result in significant monetary savings, such as a Saturday night stay, may be reimbursed if supported by a written statement.
 - 5.2.7 All meals for which expenses are actually incurred shall be paid. For fractional parts of a day which do not require overnight travel, the appropriate meal expense shall be reimbursed using the current IRS rates for the high-low method.
 - 5.2.7.1 When the cost of meals is included in a registration fee, separate reimbursement for the covered meals is not allowed.
 - 5.2.8 Miscellaneous travel expenses essential to the transaction of official District business are reimbursable to the employee when reasonably incurred and evidenced by submission of valid receipts.
 - 5.2.8.1 Allowable expenses incurred in conducting District business are: minor supplies, postage, reproduction costs, telephone and electronic communication expenses.
 - 5.2.9 Certain travel expenses are considered personal expenses and not essential to District business. Such non-reimbursable expenditures include: entertainment expense, leisure tours or personal side trips, personal telephone calls, traffic or parking citations except for those related to malfunctioning equipment on District owned/leased vehicles, and alcoholic beverages.
- 6.0 The Chancellor will provide annual reports to the Board of Trustees on all professional conference travel with the exception of employee expenses incurred while traveling with students.

See Board Policy 2735, Board Member Travel; Administrative Procedure 2735, Board Member Travel; Board Policy 4300, Field Trips and Excursions; Administrative Procedure 4300, Field Trips and Excursions; and Board Policy 7400, Travel and Conference Attendance.

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