All employee travel must be approved in advance. The Superintendent/President shall establish procedures regarding the attendance of employees at conferences, meetings, or activities. The procedures shall include authorized expenses, advance of funds, and reimbursement.

The Superintendent/President is authorized to attend conferences, meetings, and other activities that are appropriate to the functions of the District. Out-of-state travel by the Superintendent/President must be approved in advance by the Board of Trustees.

Travel requests for participation in conferences, workshops, symposiums, lectures, administrative meetings, and other employment-related activities must be approved in advance by the supervising administrator and the appropriate cabinet-level administrator. Out-of-state travel must also be approved by the Superintendent/President or designee.

All travel outside the United States must be approved in advance by the Board of Trustees.

Also see BP/AP 2735 Board Member Travel

Reference: Education Code Section 87032

Adopted: 8/16/94
Revised: 8/16/05
Revised: 3/21/06
Revised: 7/11/17
AP 7400  TRAVEL

Attendance at meetings, conferences and conventions may be authorized when such attendance bears a direct benefit to the District. The governing board may direct an employee of the district to attend any convention or conference or to visit schools appertaining to the duties of the employee or any question of interest to the district.

Travel is defined as leaving the regularly assigned work location to conduct District approved business at another location.

Prior to travel, employees must obtain written approval for travel to conferences, training and similar activities by submitting the appropriate travel form(s) to the Superintendent/President or designee(s). The District may reimburse, to the extent possible within necessary financial constraints, expenses incurred in travel, conferences, and meetings (e.g. professional associations, educational organizations, and associations).

Authorized Travel Expenses

Transportation

Vehicles
The use of the most economical vehicle will be required if available and otherwise appropriate. All operators of vehicles must have a valid driver’s license appropriate for the use of the vehicle used on District business in addition to carrying current insurance coverage.

When a district vehicle is used for travel, including intradistrict travel, actual and necessary travel expenses will be reimbursed. Receipts are required and mileage claim does not apply.

Personal vehicle use for district travel, including intradistrict travel, will be reimbursed based on travel to/from the regularly assigned work location to the approved travel destination based on established Internal Revenue Service (IRS) standard mileage reimbursement rate. The District's insurance does not provide primary coverage for the
owner of privately owned vehicle for claims or losses while he/she is operating his/her own vehicle on District business. For travel associated with field trips, refer to BP/AP 4300 titled Field Trips and/or Excursions.

The use of rental vehicles is permitted when a district vehicle is not available or use is impractical. Employees are encouraged to carpool in rented vehicles when possible. Rental car expenses must be supported by receipts. The traveler will obtain damage waiver insurance from the rental company and the cost will be included in the expense reimbursement.

**Public Carrier Travel**
The expense of traveling by public carrier (rail, bus, airplane, etc.) will be allowed on the basis of actual cost. All travelers will be expected to use the most economical mode of transportation where practical and in the best interest of the District. If the requestor uses a more expensive mode of transportation, the District will only reimburse at the most economical travel rate. District expense and the employee's time will be considered in the choice of method of transportation.

**Miscellaneous Transportation**
Expenses such as Taxi, Uber, ferry, streetcar, bus, parking, and toll are allowable expenses. Receipts will be obtained when reasonably possible. Expenses must be individually itemized in order to be eligible for reimbursement.

**Lodging**
Reasonable and necessary lodging will be reimbursed as supported by receipts. Refer to CONUS for reasonable rates by city and state. All lodging must be in the geographical area of the conference/training/meeting. When a traveler shares lodging with a non-District traveler (spouse/partner, members of a family, friends, etc.), a reimbursement to the traveler is limited to the rates for the District traveler only. Except in extenuating circumstances, lodging will not be paid when the travel destination is within commuting distance (fifty-mile radius of the regularly assigned work location). The District traveler should always request the government/conference/most economical rate and request the Transient Occupancy Tax be waived at the time of reservation and/or check-in. Overnight lodging for employee living within the geographical area of the event shall be approved on a case-by-case basis. Exception may be approved, in writing, by the Superintendent/President or designee.

**Meals and Incidentals**
Meals, tips and incidentals during business travel will be paid through the daily per diem allowance. If meals are included in the cost of a conference, workshop or other travel event and/or are provided as part of the event, charges for additional meals that substitute for the included meals will not be reimbursed. When meals are charged to an employee’s hotel room, the actual cost of the meal will be excluded from the lodging reimbursement request and the per diem allowance will be requested.
Meals will not be reimbursed for travel that begins and ends on the same day unless travel is greater than 60 miles. Exceptions may be considered on a case-by-case basis by the unit budget manager.

The maximum allowance for meals shall be $10 for breakfast, $15 for lunch, $25 for dinner and $6 for incidentals. Any expenses in excess will not be reimbursed by the District. The reimbursement rates for meals is intended to offset the normal cost of purchasing food outside of District travel.

**Conference/Registration/Training/Professional Development Fees**
Reasonable and necessary fees will be reimbursed for pre-approved attendance and as supported by receipts and proof of attendance. Participant must be authorized to represent the District and attendance must be in the best interest of the District.

**Other Miscellaneous Expenses**
Certain miscellaneous expenses related to official District business will be allowed if identified and require an itemized receipt, such as internet access and business telephone calls. Expenses of a personal nature such as parking or traffic violations, laundry service, auto repairs when using personal automobile, personal hygiene products, entertainment, trip insurance and alcohol are not reimbursable.

**Intradistrict Travel**
All employees are hired as District employees; positions are not identified by specific campus location. Intradistrict travel is to be taken in District-owned vehicles when practical, but the use of personal vehicles may be authorized. An employee who is assigned to more than one center or to a meeting site outside of the Santa Maria Valley on a particular day as part of their regular assignment may claim reimbursement at the Board-approved mileage rate.

A regular employee who is assigned to a second center as a result of an overload contract is not eligible for reimbursement of travel.

An employee may be assigned to any center on a particular day, and when so assigned, transportation costs from the employee’s residence to that center is the responsibility of the employee. Normally, the employee assigned to a center for a day will be expected to take the necessary equipment or materials to the site without stopping at the normal work location.

An employee who is assigned to maintain more than one office and must travel between two or more sites as part of the regular and continual assignment may be paid a set monthly compensation which is approved by the Board of Trustees in lieu of filing multiple mileage claims. The approved monthly rate will continue in effect until changed by the Board of Trustees.

The Board of Trustees may permanently assign a vehicle to an employee at its discretion.
Pre-Approval Authorization
Request for travel shall be made to and approved by the employee’s supervisor/manager on specified District forms. Group travel, including but not limited to: field trips/excursions, conferences, professional development, and meetings require prior authorization. Additional approvals shall be obtained for: budget use, by the corresponding Dean/Director and by a Cabinet level position. Travel out of state requires approval from the Superintendent/President. Travel out of the United States requires board approval.

Travel Advances
All travel advances and pre-payments must be approved in writing on applicable District forms by the Superintendent/President or designee(s). The District will provide travel advances for anticipated reimbursable expenses if the request is received in Business Services at least 15 business days in advance of the date of travel. Pre-payment of registration fees, lodging and commercial carrier travel is available if the request is received in Business Services at least 15 business days in advance of the date of travel or payment deadline.

Advances will be adjusted upon the filing of a Travel Reimbursement form for actual and necessary expenses incurred in accordance with this procedure. Failure to submit a Travel Reimbursement with supporting documentation as outlined in the Claiming Reimbursement procedure below, may result in a payroll deduction of the entire amount of the advance from the next occurring pay period. Advances will not be paid more than 30 calendar days prior to travel. Employees who receive a cash travel advance, and then are unable to attend the travel event, must reimburse the entire travel advance to the District within ten days of the original date of travel. Failure to do so may result in a payroll deduction of the entire amount of the advance from the next occurring pay period. Abuse of travel advance privileges may result in denial of future travel advance requests and shall be considered a misappropriation of funds by the employee. No such advance shall be considered for any purposes as a loan to such employee.

Claiming Reimbursement
Reimbursement of expenses for authorized travel shall be submitted on the Travel Reimbursement form as follows:

a) Claims shall be submitted within 60 calendar days following completion of travel. The only exception is travel at fiscal year-end; the claim must be turned in no later than July 10.

b) Travel expense claims will be signed by the traveler and approved by the supervisor/manager. Expense claims exceeding the pre-authorized travel and/or seeking reimbursement for expenses not included on the pre-authorized travel require budget approval.

c) Each claim will be itemized by date, nature of expense and the amount for which reimbursement is claimed. Claims will be for “actual and necessary” expenses and supported by receipts when applicable.
Refer to Travel Procedure Manual for further instructions.

Also see BP/AP 2735 titled Board Member Travel, BP/AP 4300 titled Field Trips and Excursions, and AP 6530 titled District Vehicles

Reference: Education Code Section 87032

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