AP 6395  Business Travel

Mileage in Connection with School Business

Mileage in connection with school business is defined as business travel to local or regional meetings or events involving the use of an employee’s/volunteer’s personal vehicle where mileage and parking fees are the only costs incurred. Mileage will be reimbursed at the rate in effect at the time of travel, based upon the adopted Federal rate, as approved by the District. Actual parking fees and other transportation related expenses will be reimbursed.

- Obtain prior verbal approval from your supervisor to incur mileage expenses while performing school business.
- Submit a completed and approved Mileage in Connection with School Business Reimbursement Request form in order to be reimbursed for mileage and related transportation costs.
- Mileage forms should include no more than one calendar month’s activity, and be submitted by the last day of the following month.
- Mileage reimbursement requests must be board approved before reimbursement checks are issued.
- Mileage reimbursement forms must be submitted by 30 days after the applicable fiscal year end (June 30), or the employee’s claim for reimbursement will be forfeited.
- Mileage will be reimbursed at the rate in effect at the time of travel, based upon the adopted Federal rate, as approved by the District.
- Train/bus fares, parking fees, bridge tolls, and other transportation related expenses directly associated with the business mileage, and reasonably incurred, will be reimbursed. Employee should obtain receipts whenever possible.
- If two or more employees share a personal vehicle, only one employee shall be reimbursed for mileage expenses at the adopted mileage rate.
- To verify miles driven, attach an internet map or record beginning and ending odometer readings. Mileage claimed may vary from internet map mileage amount due to additional miles traveled to stop for gas or meals. Please indicate number of additional miles and reason on internet map printout.
- Mileage in connection with school business is reimbursed based on actual miles driven. An employee’s normal commute from home to his/her regular work location or from his/her regular work location to home is not eligible for mileage reimbursement. Below are examples of acceptable Mileage in Connection with School Business reimbursement claims:
  - From Home: Travel from your home to a business meeting or alternative (non-primary) work location, and then back to your home or to your regular work location.
From Work: Travel from your regular work location to a business meeting or an alternative (non-primary) work location, and then back to your regular work location or to your home.

Conference Attendance and Other Business Travel

Authorization must be obtained in advance of travel. Advances for registration and lodging will be available. (See additional provisions for advances for international travel).

- The District will reimburse the following travel expenses:
  - Mileage
  - Air, train, or bus fare
  - Parking
  - Registration
  - Lodging
  - Meals
  - Other approved items (i.e., porterage, taxi, etc.)
- Submit a Request for Travel Authorization form in order to obtain approval to attend a conference or perform other business travel, regardless of whether the travel expenses will be paid by the District. The Request for Travel Authorization form must be completed and approved before traveling. Refer to the attached approval matrix to determine who must approve the form. Note that out-of-state or international travel requires the approval of the CEO or designee.
- All completed and approved forms should be submitted to Fiscal Services, and will be presented to the Board of Trustees for approval/ratification at the next business meeting. Every attempt should be made to submit the authorization form far enough in advance of the travel date so that the travel will be approved instead of ratified.
- International travel must be approved in advance by the Board of Trustees (no ratifications allowed).
- Employees make their own travel arrangements. Employees are expected to use the most economical mode of transportation where practical and in the best interest of the District. If the employee uses the District's approved travel agency, Executive Travel, to purchase state priced air fare, the employee should coordinate with Fiscal Services staff to ensure that their ticket purchase is verified by Fiscal Services staff within the required time frame.
- In addition, submit a Request for Advance of Funds form if advances for registration and lodging are required. Include all pertinent information such as registration forms, hotel literature, etc. with your request.
- Upon returning, and no later than 30 days after traveling, submit a Request for Reimbursement – Mileage and Expense form in order to be reimbursed
for business travel expenses. Be sure to indicate any advances received on the form and deduct those advances from the total calculated reimbursement. Travel reimbursement forms must be submitted with original receipts by 30 days after the applicable fiscal year end (June 30), or the employee’s claim for reimbursement will be forfeited. The District will reimburse the following business travel expenses:

- Mileage – To verify miles driven, attach an internet map or record beginning and ending odometer readings. Mileage claimed may vary from internet map mileage amount due to additional miles traveled to stop for gas or meals. Please indicate number of additional miles and reason on internet map printout. Mileage will be reimbursed at the rate in effect at the time of travel, based upon the adopted Federal rate, as approved by the District.
  - Mileage will be reimbursed based on actual miles driven.
  - If an employee leaves for Business Travel or a Conference from his/her home, the mileage should be calculated from his/her home to his/her business destination.
  - Actual mileage from the Business Travel or Conference site to the employee’s home or work location (if the employee proceeds to work after the event) will also be reimbursed.
  - The employee will select the travel route, based on the most efficient route as determined by traffic patterns, car pool lanes, etc., and deduct any miles driven for personal reasons.
  - An employee will not be allowed to request a mileage reimbursement that exceeds the cost of what traveling by economy or coach air fare would have been.

- Air, train, taxi, shuttle, or bus fare – Attach receipts and ticket stubs to document expenses incurred.

- Rental car – The employee may rent a car for compact rates if pre-approved by the employee’s supervisor. Employees renting a car are required to purchase full coverage insurance through the vehicle rental agency. Refer to the Personal or Rental Vehicle for Business Travel section below for details.

- Parking – Attach receipts whenever possible.

- Registration – Attach receipts, conference registration forms, and any other documentation.

- Lodging – Attach receipts. If lodging was not available at the conference hotel, minimum rates should have been requested from the hotel closest to the conference. If lodging was shared with another employee, each will be reimbursed for their share of the charges. If an employee shares lodging with a non-District person (e.g. spouse, children, etc), reimbursement to the employee is limited to the single-occupancy rate.

- Meals – Meals will be reimbursed at the per diem rates of $10 for breakfast, $15 for lunch, and $30 for dinner. Reimbursement in excess of these amounts will be allowed only upon presentation of receipts and only
when the employee has no other choice of an appropriate place or menu. Do not claim meal expense for any meal that is included in a conference registration fee. Reimbursement for alcoholic beverages will not be allowed.

- Other approved items (i.e., porterage, taxi, etc) – Attach receipts whenever possible.
- Miscellaneous travel expenses essential to the business travel are reimbursable when reasonably incurred, and upon presentation of receipts. Allowable expenses include such items as minor supplies, postage, reproduction costs and telephone, internet, or fax charges incurred while conducting District business.

- The District will NOT reimburse the following expenses:
  - Health spa, entertainment expense, radio or television rental or other items of similar nature.
  - Transportation to or from places of entertainment and similar facilities.
  - Conference arranged leisure tours or personal side trip expenses.
  - Personal telephone calls.
  - The cost of alcoholic beverages.
  - Traffic or parking citations.

- Upon return from travel, employees will submit a report within 10 days. A simple report format is located on the COC Intranet – Fiscal Services section. The completed report, along with any handouts or presentation copies obtained, should be forwarded to the employee’s supervisor and the Professional Development Department. Handouts and presentations will be posted to the Professional Development Workshop Presentation Archives on the Intranet. Supervisors will be responsible for monitoring this requirement.

**Attendance at Events and Activities**

District funds may be used to purchase food, refreshments (except alcoholic beverages), admission, and other items for employees and non-employees (spouse or guest of employee) related to attendance at District-sponsored events and activities. In most cases, the event costs will be in the form of a “group table” purchased at the event by the Chancellor’s Office. In this case, the Chancellor’s Office staff will coordinate seating at the event, pulling from available employees first, and then filling in with employees’ guests as needed to complete the number of spaces purchased.

District funds may be used to purchase food, refreshments, admission, and other items for employees and non-employees (spouse or guest of employee) related to attendance at non-District sponsored events and activities that are appropriate functions of the District.

**Additional Provisions/Procedures for International Travel**

**Advances:**
All employees/volunteers approved for international travel will be authorized to receive advances as follows:

**Transportation:**
Advances will be provided in order to secure all modes of transportation including air transportation, ground/sea transportation, and parking. Employee should estimate the amount of funds needed based on average/estimated cost and present in itinerary format.

**Hotels/Other lodging:**
Advances will be provided in order to secure housing. Employee will estimate the amount of funds needed based on average/estimated cost and present in itinerary format.

**Registration Fees:**
Advances will be provided to pay for registration fees for student recruitment fairs and events.

**Meals:**
Meal money will be advanced or reimbursed based on Foreign Per Diem rates in US Dollars as reflected on the US Department of State website:

http://aoprals.state.gov/web920/per_diem.asp

The per diem allocation for the country you are traveling to can be retrieved from this website, and a copy of the rates should be included with the travel authorization. Appendix B on the website provides the detailed amounts for Breakfast, Lunch, and Dinner per diem amounts. The District will not advance or reimburse the incidentals portion of the per diem included in Appendix B. Reimbursement in excess of the Foreign Per Diem rates will be allowed only upon presentation of receipts and only when the employee has no other choice of an appropriate place or menu.

**Other Expenses:**
Advances will be allowed for discretionary expenditures that are often not anticipated. The amount of the advance will be determined by the employee, approved by the supervisor, and upon return from the trip receipts/evidence of expenditures should be included with the travel reimbursement materials whenever possible. (Employee may not be able to obtain receipts for items such as porterage-attach receipts whenever possible). This advance may be used for items such as the following: Airport taxes, porterage (including brochures/marketing materials), Visas, business presentations to government officials on behalf of the college, and cultural items of minimal value to be presented to officials overseas during presentations. Since some of these expenses may occur before a travel advance is available for a particular trip, these expenses may be reimbursed through the travel reimbursement process or though submission of a
direct pay voucher. The employee will be responsible for converting the value of any receipts in a currency other than US dollars based on the applicable exchange rate and should indicate the value in US dollars on the receipt. The employee will be responsible for any expenses for alcohol, personal purchases, and entertainment.

**Supplemental Insurance:**
All employees/volunteers performing international travel will be required to arrange for supplemental travel insurance funded by the District. Supplemental insurance should include:
- Trip cancellation and interruption coverage
- Emergency medical and dental coverage
- Baggage coverage
- Rental car coverage
- Emergency medical transportation coverage

**Additional Provisions/Procedures that Apply to Institutional Effectiveness and Technical Assistance Grant Travel Performed by Non-District Employees**

The District is the recipient of a Statewide Institutional Effectiveness Grant for 5 years beginning 12/1/14. This grant requires that Non-District employees traveling for the grant follow District travel policies and procedures. The following provisions and procedures apply to all non-District employees traveling for the grant:

- Institutional Effectiveness and Technical Assistance Grant Participant Expense Agreement should be completed for each non-District employee traveling for the grant BEFORE travel is performed.
  - Executive and Advisory Committee members will sign an annual agreement.
  - Expert team members (PRT Team) and other grant participants will sign an agreement for each travel with specific dates.
  - An authorized representative from the Non-District employee’s College must execute “Exhibit A”.
- The following individual expenses will be reimbursed upon receipt of expense reimbursement request:
<table>
<thead>
<tr>
<th>Expense Category</th>
<th>Required Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare (Economy/Business Class)</td>
<td>Original Receipts</td>
</tr>
<tr>
<td>Mileage at current IRS rates</td>
<td>Driving Directions with Miles or Beginning and Ending Odometer Readings</td>
</tr>
<tr>
<td>Lodging (May Include Internet)</td>
<td>Original Receipts</td>
</tr>
<tr>
<td>(Reasonable/customary accommodations)</td>
<td></td>
</tr>
<tr>
<td>Meals at Per Diem (If no Meal Provided)</td>
<td>Dates and Meal Periods</td>
</tr>
<tr>
<td>▪ Breakfast $10</td>
<td></td>
</tr>
<tr>
<td>▪ Lunch $15</td>
<td></td>
</tr>
<tr>
<td>▪ Dinner $30</td>
<td></td>
</tr>
<tr>
<td>Rental Car (Economy or Mid-Size)</td>
<td>Original Receipts</td>
</tr>
</tbody>
</table>
• Taxi, Bus, Parking, or Shuttle Service  
  Original Receipts
• In addition, PRT Team leaders who incur meal expenses for a group team meal during a college visit will be reimbursed reasonable and customary expenses (no alcoholic beverages). An expense reimbursement request form and a PRT Team meal form should be submitted with original receipts. Team members in attendance at the meal may not claim per diem for that meal.
• Non-District employees will follow their College’s requirements for approving travel, and will provide travel authorization documents and documentation of approval by the College to District upon request, for audit or other necessary purpose.
• Employers of Non-District employees will provide all worker’s compensation and other insurance benefits as appropriate.

Use of District Vehicles for Business Travel

Supervisor approval is required before a District vehicle is used by an employee, and employees operating District vehicles must maintain an appropriate valid California driver’s license. When an authorized user is driving a District vehicle, the District’s liability coverage will be primary, and the driver’s liability coverage will be secondary. Only authorized passengers are allowed and must be in the passenger compartment and wear a seat belt. An authorized passenger is an individual who is representing the District in an official capacity.

Use of Personal Vehicle for Business Travel

If an employee or authorized volunteer uses his/her privately-owned vehicle on authorized activities within the scope of his/her assigned duties:

• Employees/authorized volunteers must maintain an appropriate valid California driver’s license.
• California Insurance Code, Section 11580.9, specifies that the party who owns a vehicle is responsible for primary coverage and that another party, including an employer, cannot provide primary coverage for a vehicle owned by another individual or business.
• Employees or authorized volunteers who drive their privately-owned vehicle on District business shall maintain, in full force and effect, not less than the California-required minimum insurance on the vehicle being driven and will abide by all federal, state and local laws governing the use of motor vehicles.

Only authorized passengers are allowed and must be in the passenger compartment and wear a seat belt. An authorized passenger is an individual who is representing the District in an official capacity.

• Liability coverage for a District employee or authorized volunteer driving a privately-owned vehicle is as follows:
  o Primary Coverage – Employee’s or authorized volunteer’s insurance.
Secondary Coverage – District’s liability coverage will be excess.

EXCEPTION: If an employee or authorized volunteer is negligent, he/she could be individually liable.

- The District will not provide any collision or comprehensive coverage on private vehicles.
- Any third party who claims to have suffered property or personal injury as a result of any accident involving a District employee or authorized volunteer driving his/her privately-owned vehicle, may file a claim with the District in accordance with Board Policy 6541. The District will only consider third-party claims after the limits of the employee’s or authorized volunteer’s coverage have been reached, and upon presentation of a valid and timely claim by the third party. The District reserves the right to determine if an employee or authorized volunteer exceeded the course and scope of authorized activities within the scope of his/her assigned duties when the accident occurred and whether or not the employee or authorized volunteer was at fault. Such determination may include, but not be limited to, police reports, research and investigation on the part of the District’s third-party insurance administrators.
- As indicated in employee bargaining agreement documents and upon receipt of adequate proof of loss, the District will reimburse employees or authorized volunteers for damage to their personal property in an amount not to exceed five hundred dollars ($500.00) or an amount necessary to satisfy any deductible requirements of the employee’s or authorized volunteer’s personal insurance, whichever is less. Such reimbursement shall not be paid to any employee or authorized volunteer who received a citation from a law enforcement agency in connection with such property loss unless such citation is dismissed by a court of competent jurisdiction.
- Employees or authorized volunteers who sustain an injury as a result of an accident while on authorized District business are covered by Worker’s Compensation provisions.
- Employees or authorized volunteers using their privately-owned vehicle outside the normal work assignment shall not be covered by District’s excess liability coverage.
- Employees or authorized volunteers using their privately-owned vehicle should not transport third party individuals such as guest speakers or performers. The campus department should contract with a reputable professional transportation vendor to provide transportation services.

Use of Rental Vehicle for Business Travel

Employees or Authorized Volunteers Using a Personal Credit Card to rent a vehicle

- Employees/authorized volunteers must maintain an appropriate valid California driver’s license.
Employees or authorized volunteers will abide by all federal, state and local laws governing the use of motor vehicles.

Only authorized passengers are allowed and must be in the passenger compartment and wear a seat belt. An authorized passenger is an individual who is representing the District in an official capacity.

Comprehensive (fire and theft), Collision (vehicle damage) and Liability (personal injury) - Employees or authorized volunteers who rent a vehicle for District business and/or business travel using a personal credit card are required to purchase full-coverage insurance (liability, comprehensive and collision) through the vehicle rental agency.

Employees or authorized volunteers are cautioned that additional vehicle insurance coverage provided through their personal credit card may not be effective when renting a vehicle for their employer’s business. It is the employee’s responsibility to determine if their personal credit card insurance coverage includes coverage when renting the vehicle for their employer’s business.

Liability coverage for a District employee or authorized volunteer driving a rental vehicle is as follows:
- **Primary Coverage** – Rental agency insurance.
- **Secondary Coverage** – District’s liability coverage will be excess.

**EXCEPTION:** If an employee or authorized volunteer is negligent, he/she could be individually liable.

The District will not provide any collision or comprehensive coverage on private vehicles.

In the event of fire, theft, vehicle damage or personal injury while operating a rental vehicle Employee/Volunteer shall notify District’s Risk Management Department of loss as soon as reasonably possible.

Accident Report: In the event of an accident involving a rental vehicle where there are damages in excess of $750, the employee is required to file a CA Department of Motor Vehicles Report of Traffic Accident Occurring in California (form SR 1, available on the DMV website). The employee’s personal auto insurance premiums may increase as a result of the accident. If the accident occurs outside of California, the California DMV recommends the driver check with the DMV in that state and also notify the CA DMV.

Students are not authorized to drive a rental vehicle for business travel.

Employees Using a **District-issued Credit Card** to rent a vehicle

- Employees/authorized volunteers must maintain an appropriate valid California driver’s license.
- The primary driver can only be the Card Member on a vehicle rented with a District-Issued American Express Credit Card (“Credit Card”). An “additional” driver can be added and be covered as “additional”.
The driver will abide by all federal, state and local laws governing the use of motor vehicles.

Only authorized passengers are allowed and must be in the passenger compartment and wear a seat belt. An authorized passenger is an individual who is representing the District in an official capacity.

- Comprehensive (fire and theft) and Collision (vehicle damage) – Through Credit Card
  - When renting a vehicle with a District-issued American Express credit card, the Card Member shall decline the comprehensive and collision damage waiver (or similar option) offered by the rental agency as this program automatically provides primary coverage for the Card Member for theft of or damage to a qualifying vehicle rented on an American Express Corporate Card under the American Express Car Rental Loss or Damage program.
  - NOTE: The American Express Corporate Card only covers Comprehensive (fire and theft) and Collision (damage to vehicle) up to $50,000.

- Liability (personal injury) – Through Rental Agency
  - Liability is NOT covered by the American Express Credit Card. Card Member shall purchase liability coverage from the rental agency.

EXCEPTION: If an employee or authorized volunteer is negligent, he/she could be individually liable.

- In the event of fire, theft, vehicle damage or personal injury while operating a rental vehicle Employee/Volunteer shall notify District’s Risk Management Department of loss as soon as reasonably possible.

- Accident Report: In the event of an accident involving a rental vehicle where there are damages in excess of $750, the employee is required to file a CA Department of Motor Vehicles Report of Traffic Accident Occurring in California (form SR 1, available on the DMV website). The employee’s personal auto insurance premiums may increase as a result of the accident. If the accident occurs outside of California, the California DMV recommends the driver check with the DMV in that state and also notify the CA DMV.

- Students are not authorized to drive a rental vehicle for Business travel.

**Personnel Considerations**

- Salary status during travel: An employee who is authorized to travel off campus for business reasons shall be considered to be in regular salary status for the duration of the absence from his/her normal work assignment.

- Leave of absence during travel: When a leave of absence of any kind is taken by an employee while on travel status, the exact date and hour of departure and return to duty shall be shown on the travel request
reimbursement claim. No expense of any kind will be allowed for time in a
leave of absence status.
- Travel for convenience of employee: No reimbursement for lodging or
subsistence shall be paid to an employee for extra travel time incurred if
he/she remains at the destination following an official meeting or work
assignment whenever it is for the employee’s own convenience. Travel
includes, at a maximum, one day preceding and one day following the actual
duration of the conference, workshop or meeting, with appropriate approvals.

**Approvals Required for Travel Forms**

Use the following matrix to determine who should sign your travel forms:

<table>
<thead>
<tr>
<th>Applicable Forms</th>
<th>Classified/Confidential</th>
<th>Administrators</th>
<th>Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel Authorization</td>
<td>1. Requestor</td>
<td>1. Requestor</td>
<td>1. Requestor</td>
</tr>
<tr>
<td>Request for Advance of Funds</td>
<td>2. Director Supervisor</td>
<td>2. Director Supervisor</td>
<td>2. Department Chair</td>
</tr>
<tr>
<td>Mileage in Connection with School Business</td>
<td>4. Funding Coordinator (If grant/categorical funding)</td>
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<td>4. Executive Cabinet report</td>
</tr>
<tr>
<td></td>
<td>5. District Chancellor (If out-of-state or international travel)</td>
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</tbody>
</table>