



## AP 6395 Business Travel

### References:

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

### I. Authorization for Travel

#### A. Local Meetings or Events (Mileage and Parking):

1. This includes one-day trips to local meetings or events where mileage, parking fees and or meals are the only costs incurred.
2. Written approval from a supervisor is required prior to the travel.
3. After travel is completed, a **Mileage Reimbursement Request** form should be completed and submitted for approval.
4. Mileage forms should be retained until they are over \$25 or it is the end of the Fiscal Year or Grant Year.

#### B. Out of Area (including Out-of-State):

1. This includes travel that requires expenses above and beyond mileage and parking.
2. A **Request for Travel Authorization** must be completed, even if the travel expenses will be paid by another entity for District related travel.
3. Required approvals include Supervisor, Executive Cabinet Member, and Grant Manager (if travelling using grant funds.)

#### C. International Travel:

1. **Prior Board approval is required.**
2. A **Request for Travel Authorization** must be completed and approved by the Supervisor, Executive Cabinet, CEO (or designee) and Board of Trustees, before travel occurs.
3. Once approved, the form must be forwarded to the Fiscal Services Department and the travel will be placed on the next Board agenda for approval. Travel authorization requests are due no less than three (3) weeks prior to the Board meeting date.
4. Travel location changes within the same region are allowed with CEO approval.
5. Date Changes within 10 days of approved travel dates are allowed with CEO approval.

### II. Request for Prepayment or Advance of Funds

#### A. A **Request for Prepayment of Funds** may be submitted if the employee cannot bear these travel costs up front. Include all pertinent information

1. This can include a request to pay lodging or other travel related expenses directly to a hotel or other entity. Include all pertinent information supporting the amount such as registration forms, hotel literature, etc. with the request.

2. If the employee pays for travel expenses, an employee may request reimbursement before actual travel occurs. Include all original receipts and documentation with request.
  3. If employee does not end up travelling, they should inform the District immediately. All prepaid funds must be returned to the District or any travel credit given should be used for future District related travel.
- B. A ***Request for Advance of Funds*** may be submitted for Athletic or Academic Teams Meals.

### III. Travel Guidelines

- A. Employees should make their own travel arrangements.
- B. Travel includes, at a maximum, one day preceding and one day following the actual duration of the conference, workshop or meeting, with appropriate approvals.
- C. Employees are expected to use the most economical mode of transportation where practical.
- D. Receipts must be obtained to submit for reimbursement.
- E. Employees can be reimbursed up to 20% above the estimated amount authorized.
- F. Travel request modifications may be made for emergency circumstances or to take advantage of cost efficiencies upon Executive Cabinet approval
  1. For International travel CEO approval is required.
- G. Grant-related travel must follow the District's policies and procedures and grant requirements.
- H. Tips/Gratuities will only be reimbursed up to 20% of the total bill.
- I. Costs incurred by employee's failure to cancel travel or hotel reservations in a timely fashion will not be reimbursed.
- J. The District will reimburse reasonable and necessary expenses incurred in connection with travel on behalf of the District.
- K. If the District determines the expenses submitted for reimbursement are excessive or unreasonable relative to the approved estimates indicated on the approved travel request, the employee shall be responsible for any disallowed expenses.
- L. Personal entertainment expenses, including but not limited to, in-flight movies, hotel pay-per-view movies, health spa, entertainment expense or other items of similar nature will not be reimbursed.
- M. Travel expenses for family members or guests should not be comingled with District business travel. District will reimburse only the employee's portion.
- N. Childcare, babysitting, house sitting, or pet sitting/kennel charges will not be reimbursed.
- O. Private rental residences such as AirBNB should not be used for District travel.
- P. Students traveling with employees should be included on the employee's travel request
- Q. Students traveling alone should be included in ASG travel agendas submitted to the Board.
- R. Upon returning, and no later than fifteen (15) days after traveling, submit a Request for Travel Reimbursement form.
  1. Attach all receipts or supporting documentation. Be sure to indicate any advances received on the form and deduct those advances from the total calculated reimbursement.
- S. If there are unique circumstances that would require exceptions to this procedure, it must be approved by the Chancellor.
- T. Forms for authorization and reimbursement can be found on the intranet, under the Fiscal Services Department.  
(<https://intranet.canyons.edu/departments/businessservices/fiscal/forms.php>).

## IV. Reimbursable Expenses

The District will reimburse the following travel expenses:

### A. Ground Transportation:

1. **Personal Vehicle:** The District shall reimburse mileage at the Federal Rate when used for business related purposes.
  - a. Mileage reimbursement requests must include a printout from a navigational software program (Google Maps, Waze, etc.) indicating the distance traveled.
  - b. Parking will be reimbursed with actual receipts.
  - c. Parking tickets and traffic fines will not be reimbursed by the District.
  - d. To minimize the District's cost to process reimbursements, mileage forms should be retained until they are over \$25 or it is the end of the Fiscal Year or Grant Year.
  - e. If a vehicle is shared by two or more employees, only one individual shall be reimbursed for mileage and other related expenditures.
  - f. 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.
  - g. 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.
  - h. The Private Vehicle Usage Form should be completed prior to use of personal vehicle for District Business.
  
2. **Rental Vehicle:** If renting a vehicle, employees should use the District's preferred vendor, Enterprise/National Car Rentals.
  - a. Compact or Mid-size vehicles should be rented.
  - b. If three or more employees will be travelling or in the case of other special circumstances, larger vehicles may be rented with Executive Cabinet Member approval.
  - c. The rental agreement must clearly show the date and the points of departure/arrival, as well as the total cost. Rentals for extended time periods prior to or beyond the work performance period will not be reimbursed for the extended time period.
  - d. If using the District's contract, additional insurance coverage is already included in the rate and does not need to be purchased separately. All other requests for insurance will not be reimbursed.
  - e. The District will reimburse gas for rental cars. The most cost effective solution should be used. Employees must fill the gas tank before returning the vehicle to the rental agency to avoid service fees and more expensive fuel rates.
  
3. **Other Ground Transportation:**
  - a. This includes, but is not limited to shuttle services, taxicabs, ride hailing services (i.e. Uber and Lyft) or public transportation fares and tolls.
  - b. Transportation costs of ride hailing services should only be used when an Employees' personal vehicle is unavailable.

**B. Airfare:**

1. The District will reimburse for ECONOMY airfare to and from the location of authorized travel.
2. FIRST CLASS/BUSINESS CLASS IS NOT ALLOWABLE. If first class or business class rates are used, the District will only reimburse the economy class rate.
3. Travel by non-commercial airline is not permitted.
4. Employees are encouraged to book flights at least fourteen (14) days in advance when possible to avoid premium pricing.
5. Airline club memberships will not be reimbursed.
6. Additional costs from the change of the original ticket, for the convenience of the employee, will not be reimbursed.
7. Upgrades and priority seating is NOT ALLOWABLE. This does not apply to Southwest Early Check-in.
8. Baggage fees are allowable.
9. An itemized airline receipt, an e-ticket receipt/statement, or an Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

**C. Hotel/Lodging**

1. Reimbursement for room and tax rate will only be reimbursed when authorized travel is thirty (30) miles or more from the traveler's home or primary worksite.
2. Reasonable, single occupancy, standard business room rates, or conference room rate when the conference provides hotel rates should be selected when making your reservation. Premium or upgraded rooms should be avoided.
3. Hotel/Lodging rate must be at the going conference rate or lowest available rate on hotel website.
  - a. If reimbursement for more than the standard room rate is requested, explanation as to why the standard room was not chosen must be included.
4. Hotel receipts must be itemized/detailed showing each expense. Summary receipts are not accepted.
5. Private rental residences such as AirBNB are not reimbursable.
6. Expenses for extended stays prior to or beyond the work performance period, entertainment, alcohol, personal phone calls, concierge service, personal grooming, personal sundry items (such as toiletries), laundry, maid service, or agency fees (such as travel agent fees) will not be reimbursed.
7. Overnight parking at the hotel is allowable. Use of self-parking is preferred, Valet parking will be reimbursed for hotel/conference locations where self-parking is not available or causes an undue hardship or safety risk.
8. When booking a room, you must use the official hotel site, not an online travel service such as Expedia or Orbitz, to ensure the room is refundable.
9. 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.

#### **D. Meals**

1. Per Diem rates are provided for meals related to District Business.
  - a. Per Diem Rates:
    - i. Breakfast - \$10
    - ii. Lunch - \$15
    - iii. Dinner - \$30
2. Receipts are not required for meal per diem. Meals and tips related to meals are covered in the per diem allowance.
3. Reimbursement for meals over the per-diem rates should be reasonable and will only be allowed if original itemized receipts are presented.
4. Expenses for alcohol will not be reimbursed.
5. If a free meal is served on the plane, included in a conference registration fee, built in to the standard, single hotel room rate or replaced by a legitimate business meal, the allowance for that meal will not be reimbursed and the meal per diem shall not be reimbursed.
6. Meals while traveling internationally 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](http://aoprals.state.gov/web920/per_diem.asp)

#### **E. Miscellaneous Travel Expenses**

1. Miscellaneous travel expenses essential to the business travel are reimbursable when reasonably incurred, and upon presentation of receipts.
2. Allowable expenses include such items as minor supplies, postage, photocopy costs and telephone, internet, or fax charges incurred while conducting District business.

#### **F. International Travel Insurance:** All individuals travelling internationally are required to arrange for international travel insurance funded by the District. Coverage should include:

1. Trip cancellation and interruption coverage
2. Emergency medical and dental coverage
3. Baggage coverage
4. Rental car coverage
5. Emergency medical transportation coverage

#### **G. Personnel Considerations**

1. **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.
2. **Personal Travel During Business Travel:** No reimbursement for lodging or subsistence shall be paid to an employee for extra travel time incurred if he/she stays at the destination before or after an official meeting or work assignment whenever it is for the employee's own convenience.
3. **Personal Leave During Business Travel:** When a personal leave 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 business expense of any kind will be reimbursed for time during the personal leave.

- H. US Department of State Travel or Center for Disease Control (CDC) Warning:** Employees should review travel advisory levels and recommendations before their trip. In the case that a level four warning against travel to a certain country is issued the District will cancel travel to that country.

There are four distinct levels of travel warnings:

1. Exercise normal precautions
2. Exercise increased caution
3. Reconsider Travel
4. Do Not Travel

**I. Institutional Effectiveness Partnership Initiative (IEPI)**

**Additional Procedures that Apply to Travel Performed by Non-District Employees**

1. **IEPI Participants should follow the procedures below, except in the case that their own District travel procedure conflicts, in which case the home district procedure will take precedence.**
2. *“Institutional Effectiveness Partnership Initiative (IEPI) Participant Expense Agreement”* should be completed for each non-District employee traveling for the grant BEFORE travel is performed.
3. Executive and Advisory Committee members, Partnership Resource Team members (PRT Team) and other grant participants will sign an agreement.
4. An authorized representative from the Non-District employee’s College must execute “Exhibit A” on the agreement.
5. The following individual expenses will be reimbursed upon receipt of expense reimbursement request:

<u>Expense Category</u>	<u>Required Documentation</u>
Airfare (Economy/Business Class)	Original Receipts
Mileage at current IRS rates	Driving Directions with Miles or Beginning and Ending Odometer Readings
Lodging (May Include Internet) (Reasonable/customary accommodations)	Original Receipts
Meals at Per Diem (If no Meal Provided) Breakfast \$10 Lunch \$15 Dinner \$30	Dates and Meal Periods
Rental Car (Economy or Mid-Size)	Original Receipts
Taxi, Bus, Parking or Shuttle/Hailing Service	Original Receipts

6. 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.

7. 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.
8. Employers of Non-District employees will provide all worker's compensation and other insurance benefits as appropriate.
9. No advances will be allowed.

**Reviewed and endorsed by CPC 10/26/2021**

**Next Review Date: Fall 2027**

## Business travel guidelines

<b>International Travel - Employee</b>	
<b>Timeline</b>	<b>Steps to take</b>
Prior to Board Approval	<ul style="list-style-type: none"> <li>• Employees will enroll in the Smart Traveler Enrollment Program <a href="https://step.state.gov/step/">https://step.state.gov/step/</a>.</li> <li>• Staff will follow all instructions given by the State Department and by our local embassy.</li> <li>• Employee will check the Advisory Level of the countries of destination .</li> <li>• If the country is at a Level 4, the travel will not be booked or submitted for board approval.</li> </ul>
One week prior to departure dates	<ul style="list-style-type: none"> <li>• Employee will check the Advisory Level. If the country is at Level 3, the employee will contact their contacts within the country to determine the situation of where the travel will take place.</li> <li>• Employee will assess the best course of action for travel.</li> <li>• If the country is at Level 4, the travel will be cancelled.</li> </ul>
One day prior to departure	<ul style="list-style-type: none"> <li>• Employee will check the Advisory Level. If the country is at Level 3, the employee will contact their contacts within the country to determine the situation of where the travel will take place.</li> <li>• Employee will assess the best course of action for travel.</li> <li>• If the country is at Level 4, the travel will be cancelled.</li> </ul>
An employee may opt out of international travel at any time related to the Level of the country they plan to travel to.	

<b>International Travel - Students</b>	
<b>Timeline</b>	<b>Steps to take</b>
Prior to Board Approval	<ul style="list-style-type: none"> <li>• Students will enroll in the Smart Traveler Enrollment Program <a href="https://step.state.gov/step/">https://step.state.gov/step/</a>.</li> <li>• District employee acting as the liaison for student travel will inform the student of STEP and will inform the student on what the Levels mean and what the country's Level is stated at the time travel is arranged.</li> </ul>
One week prior to departure dates	<ul style="list-style-type: none"> <li>• The District employee acting as the liaison will check the Advisory Level. If the country is at Level 3, the employee will contact their contacts within the country to determine the situation of where the travel will take place.</li> <li>• Employee will assess the situation and inform the student on the risks associated with travel to the country. The student may opt out of the travel at any time due to the Level the country placement.</li> <li>• If the country is at Level 4, the travel will be cancelled.</li> </ul>



<p>One day prior to departure</p>	<ul style="list-style-type: none"> <li>• The District employee acting as the liaison will check the Advisory Level. If the country is at Level 3, the employee will contact their contacts within the country to determine the situation of where the travel will take place.</li> <li>• Employee will assess the situation and inform the student on the risks associated with travel to the country. The student may opt out of the travel at any time due to the Level the country placement.</li> <li>• If the country is at Level 4, the travel will be cancelled.</li> </ul>
<p>A student may opt out of international travel at any time related to the Level of the country they plan to travel to. The District shall notify students of separate timelines for securing refunds for costs associated with the travel.</p> <p>Before the student opts out of travel, the employee must inform the student about the following items:</p> <ul style="list-style-type: none"> <li>• Enrollment in the course related to travel</li> <li>• Costs associated with travel (airfare, hotels, prepaid items)</li> <li>• Costs associated with the course – refund deadlines</li> </ul>	