

Academic Senate - APPROVED
First Reading - March 3, 2016
Second Reading - April 7, 2016

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE**

BUSINESS AND FISCAL AFFAIRS

CHAPTER 6

TRAVEL

AP 6332

The following guidelines are standard for the District and are intended to assist faculty, staff, student workers, and board members who travel on official District business. Employees will not be disbursed funds in excess of the limits of this policy, regardless of the source of funds.

A TRAVEL AUTHORIZATION FORM IS REQUIRED REGARDLESS OF WHETHER OR NOT THE EMPLOYEE IS REQUESTING REIMBURSEMENT.

- I. **Travel Authorization** - To obtain authorization to travel, an individual is required to complete a Travel Authorization/Reimbursement Form.* The authorization form must be submitted for approval prior to the date of travel for prior authorization to use a district credit card for any travel expenses. For out of the country travel, Board approval is required prior to traveling. The traveler must sign the form and obtain the signature of their dean, director or department head. This form serves to approve the travel, to verify the account number and budget availability, and to submit total expenses once the trip is complete. Additionally, in the event that District faculty, staff or administrators are off-campus and there is an untoward incident, this form acts as evidence for potential need of workers compensation coverage.
- II. **Credit Cards** - District credit cards are available to cover various costs of travel, such as airfare, registration, hotel and meals.
- III. **Receipts** - All prepaid charges prior to travel dates must be sent to Fiscal Services with the Travel Authorization form, within five (5) business days. Upon return, all receipts must be submitted to Fiscal Services, with the completed and signed bottom portion of the Travel Reimbursement form. Receipts must be submitted within five (5) business days, and attached to the Reimbursement Form. If any receipts cannot be obtained within these guidelines, travelers must submit a completed "Lost Receipt Form" * to Fiscal Services.

It is suggested that individuals who are authorized for reimbursement on an ongoing basis request reimbursement monthly. Complete a Travel Authorization/Reimbursement Form and attach a trip itinerary showing dates, destinations, and individual mileage directions.

IV. Reimbursable Travel Expenses

A. Transportation

1. **Commercial Transportation** - travelers must use the most economical mode of available transportation that is consistent with the purpose of the trip. Whenever possible, travelers should take advantage of excursion rates or other airline discounts. If a traveler prefers to use a higher class than the one authorized for reimbursement, the traveler must pay the

*Forms are available at: http://www.vvc.edu/offices/fiscal_services

incremental cost of the airfare, to include priority boarding costs. When a travel class other than the most economical is used, an explanation must be attached to the Travel Authorization/Reimbursement Form. In the absence of an explanatory statement, reimbursement will be reduced to the coach or standard fare for the service used.

- a. Air and train travel other than coach class will be reimbursed only when:
 - 1) it is the only service offered between two points,
 - 2) space is unavailable and reasonable efforts to obtain coach service have been made,
 - 3) first class night fare is no more costly than the day coach fare, or,
 - 4) schedules, routing changes, or cancellation of service make such travel necessary.
- b. If additional insurance is desired by the traveler, coverage may be purchased at NO cost to the District.

2. Private Automobiles

- a. The District will reimburse the vehicle's owner by applying a standard rate per mile to the actual driving distance by the most direct route **between the District or the traveler's residence and the conference site, whichever is less**. The effective mileage reimbursement rate is set by the Internal Revenue Service each January 1st.
- b. Travelers are required to provide directions via Google, MapQuest or other online service. Mileage will be reimbursed from the District or home, whichever is the closest. If the traveler chooses to stay at a location other than that closest to the conference, no reimbursement will be made for the additional mileage. This mileage allowance covers all transportation and operating costs. Tolls and reasonable parking charges will be reimbursed, but repairs to the vehicle and other similar costs, whether they result from the traveler's acts or the acts of others, will not be reimbursed.
- c. Travelers who use their own automobiles for which air travel is more cost-effective will be reimbursed for the actual miles the automobile is driven at the standard Internal Revenue Service (IRS) rate per mile.

3. Automobile Rental – upon arrival to their destination, travelers are encouraged to use cost-effective public transportation when available, but are authorized to rent automobiles when necessary. Reimbursement for expenses incurred when traveling by a rented automobile include: the daily rental fee, mileage fee, gasoline charges and tolls. Additional insurance is not required to be purchased. The District is self-insured and has auto insurance that covers all vehicles rented. When a district credit card is used, additional primary car rental insurance may be provided, but the traveler must be listed with the Department of Motor Vehicles Employer Pull Notice Program through the District's Human Resources Department.

4. Miscellaneous Transportation Expenses - reasonable transportation fares will be paid for taxis/public transportation should the traveler require traveling between the airport and hotel, meetings, appointments, conferences, etc. It is recommended that attempts be made to reserve hotels close to the conference area when possible. When there are two (2) or more employees traveling together in one personal automobile, the maximum reimbursement will be for actual mileage driven at the standard IRS rate per mile, plus tolls, or parking fees, etc.

B. Meals

*Forms are available at: http://www.yvc.edu/offices/fiscal_services

1. Outside of the District, meals will be reimbursed for travel departure, arrival and conference dates at the maximum General Services Administration (GSA) rates, if not provided at the conference. Please refer to: <http://www.gsa.gov/portal/content/101518> for the U.S. General Services Administration website. For example, the current standard daily rate for a San Bernardino location is \$56.00, which includes: breakfast - \$9.00, lunch - \$13.00, dinner - \$29.00 and \$5.00 for incidentals.
2. The traveler is responsible to pay for all costs charged to the hotel room. Room service will be covered up to the amount of the meal reimbursement.

C. Lodging

1. Hotel bills must be submitted to Fiscal Services within five (5) business days after travel for reimbursement of lodging expenses. The hotel bill must display a "zero" balance.

V. Miscellaneous Travel Expenses

- A. Registration Fees will be paid directly to the sponsoring organization upon submission of a properly completed Travel Authorization/Reimbursement form. A copy of the meeting/conference brochure/agenda must be attached. These fees must be listed on the form. If registration fees are not prepaid, the District will reimburse travelers for registration fees and conference materials when receipts are submitted with the Travel Authorization/Reimbursement form. If a receipt cannot be obtained, travelers must submit a "Lost Receipt Form" with the conference brochure(s) listing costs or other documentation for the expenditure.
- B. Combined Expenses:
 1. If a group of persons traveling together for the District incurs joint expenses to be reimbursed from the same source, some or all of the joint expenses may be paid on one credit card, **and reported on each travelers reimbursement form.**
 2. If the travel is eligible for outside source reimbursement, the funds will be credited to the District.
- C. Expenses in Foreign Currencies: Fluctuating exchange rates will be handled in U.S. dollars according to the exchange rate at the time of travel.
- D. Travel expenditures **not** reimbursable include:
 1. alcoholic beverages,
 2. entertainment expenses,
 3. costs incurred by unreasonable failures to cancel transportation or hotel reservations,
 4. fines,
 5. replacement costs associated with lost or stolen tickets, cash, or property,
 6. personal vehicle repairs,
 7. accident insurance premiums,
 8. in-room movies/games, snacks,
 9. shuttle service between the District or residence and the airport (reimbursement will be made for mileage only),
 10. theatre/movies,
 11. mileage expenses between home and work,
 12. individual membership fees,
 13. expenses not directly related to, or necessary for, the performance of the travel assignment.

*Forms are available at: http://www.yvc.edu/offices/fiscal_services

- E. Reimbursable travel expenses may include:
1. tips, reimbursable up to 15% and must be documented on receipt,
 2. telephone calls to obtain transportation and hotel reservations,
 3. telephone calls (using the most economical method of calling) allowing travelers to stay in reasonable contact with their workplace or family,
 4. expenses for baggage handling and, if necessary, storage,
 5. required clerical services and/or internet services,
 6. necessary laundry expenses (emergency situations for long-term stays),
 7. tolls and parking charges,
 8. institutional membership fees.

VI. Forms

- A. Travel Authorization/Reimbursement Form: to be used for all travel. Registration, mileage, hotel, parking and other such costs can be claimed on this form.
- B. Lost Receipt Form: to be used when a receipt is lost or destroyed.
- C. Revolving Cash Request Form: is only used when deadlines cannot be met.
- D. Student Travel: please reference AP 4300, Student Field Trips and Excursions.

References:

California Education Code 87032
California Government Code §89506
AP 6330, Purchasing Approval and Document Matrix
AP 6530, District Vehicle Usage

*Forms are available at: http://www.yvc.edu/offices/fiscal_services

TRAVEL FLOW CHART

- 1) **Travel authorization completed and signed**

- 2) **Requisition created in Financial 2000. Requisition number listed on travel authorization**

- 3) **Original travel authorization given to accounts payable for credit card request**
 - A. **Agenda or schedule from conference attached to travel authorization**

- 4) **Any charged receipts forwarded to accounts payable before conference if applicable**

- 5) **Credit card and all itemized receipts attached to signed and completed reimbursement form within 5 business days of returning from conference to accounts payable.**
 - A. **All receipts are to be originals and smaller receipts taped onto 8 x 11 paper**
 - B. **Lost receipt memo completed and signed for any receipts that are not itemized or lost.**
 - C. **District Credit card number used and PO number are to be on the final travel authorization/reimbursement when turned into accounts payable.**

- 6) **All personal expenses along with district paid/charges are to be documented on reimbursement portion to compare with original allowed budget estimates on travel authorization. Attendee's Signature required at bottom of reimbursement form.**

Victor Valley College District NON-Employee Travel and Meal Reimbursement Policy

General

The Victor Valley College District (VVC) Non-Employee Travel and Meal Expense Reimbursement Policy provides guidelines and procedures for non-employees who travel on behalf of Victor Valley College District's grant, restricted, or categorically funded programs. The basic intent of the policy is to ensure that individuals traveling on Victor Valley College business neither gain nor lose personal funds as a result of that travel. Travel costs are to be allocated and expended within established budgetary limitations and, as funds to support travel are limited, travelers are not to make commitments to travel or to incur travel expenses without first obtaining the appropriate approvals.

When traveling at VVC's expense, travel reimbursements should be made directly to the non-employee traveler's District of employment.

Travel and meal expenses must be in accordance with each respective grant/restricted/categorical fund requirements. Non-employee travelers must follow their respective District's travel policy and approval process. Non-employees travelers are required to obtain approval from their respective district as well as complete their district's required travel authorization form etc.

Hold Harmless Waiver:

A Hold Harmless and Waiver Agreement or any other documents/forms required by Victor Valley College's Risk Management must be completed prior to travel and received in the Fiscal Services office of Victor Valley College.

Travel Reimbursement Invoice

A properly completed Travel Reimbursement Invoice includes:

- (1) Full name and campus address of the non-employee's district office requesting reimbursement;
- (2) Name of the Funding Program/grant
- (3) Business purpose;
- (4) Travel destination;
- (5) Departure and return dates;
- (6) Expenses incurred, itemized by expense type (i.e. meals, parking, and lodging) and supported by attached, receipts such as transportation, lodging, meals, and shuttle, parking, and mileage expenses.
- (7) Respective non- employees signed Travel Authorization form to certify the expenses claimed. When there is a conflict between Victor Valley College's travel policy, grant/restricted/categorical program regulations, or non-employee district's travel policy, the more restrictive policy applies.

Hotel non-lodging expenses: The traveler is responsible to pay for all costs charged to the hotel room. Room service will be covered up to the amount of the meal reimbursement, if allowed. Receipts are required and must list the itemized purchase(s).

Mileage and Meals:

Mileage and meals will be reimbursed at the lower of the amount allowed by Victor Valley College or the respective District that is being represented (if allowed by restricted Fund/District policies).

If the reimbursement is for a new vendor, all the required information including a W-9 will be required.

- A. Travel expenditures **not** reimbursable include:
1. alcoholic beverages,
 2. entertainment expenses,
 3. costs incurred by unreasonable failures to cancel transportation or hotel reservations,
 4. fines,
 5. replacement costs associated with lost or stolen tickets, cash, or property,
 6. personal vehicle repairs,
 7. accident insurance premiums,
 8. in-room movies/games, snacks,
 9. theatre/movies,
 10. mileage expenses between home and work,
 11. individual membership fees,
 12. expenses not directly related to, or necessary for, the performance of the travel assignment.
- B. Reimbursable travel and meal expenses may include (if allowed by restricted Fund/District policies):
1. tips, reimbursable up to 15%, documented with tip included on itemized receipt.
 2. Transportation expenses such as airfare, train, bus, or mileage expenses up to the cost of the most cost efficient means of transportation.
 3. Meal reimbursement only if allowable under the funding program's regulations and on ITEMIZED actual receipts.
 4. Shuttle or taxi expenses to and from airport, train, or bus station, if applicable.
 5. telephone calls to obtain transportation and hotel reservations
 6. telephone calls (using the most economical method of calling) allowing travelers to stay in reasonable contact with their workplace or family,
 7. expenses for baggage handling and, if necessary, storage;
 8. required clerical services and/or internet services,
 9. necessary laundry expenses (emergency situations for long-term stays),
 10. tolls and parking charges,
 11. institutional membership fees.

In addition to this policy, other policies that cover travel include:

AP 6332 covers Employee Travel and AP 4300 Student Field Trips and Excursions.