

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 immediate supervisor. This form serves to approve the travel, to verify the account number and budget availability, and to submit for reimbursement, if needed, 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** - Itemized receipts showing the District credit card charges are required to be sent to Fiscal Services. All prepaid charges prior to travel dates must be sent to Fiscal Services within five (5) business days of date charged on the card. Upon return of travel, all receipts must be submitted to Fiscal Services within five (5) business days. 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 incremental cost of the airfare. When a travel class other than the most economical is

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

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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 the standard Internal Revenue Service (IRS) 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 IRS annually, January 1st.
 - b. Travelers are required to provide directions via Google, MapQuest or other online service. 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 at the lesser rate of the two.
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.

B. Meals

1. Outside of the District, meals will be reimbursed for travel departure, arrival and conference dates at the maximum General Services Administration (GSA) rates. 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 -

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\$29.00 and \$5.00 for incidentals. **Itemized receipts are required and must be attached to the Travel Authorization/Reimbursement form.**

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. Receipts are required and must list the itemized purchase(s).

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.

E. Reimbursable travel expenses may include:

1. tips, reimbursable up to 15%,
2. telephone calls to obtain transportation and hotel reservations,

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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~~X~~,
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 Sec. 89506
AP 6330, Purchasing Approval and Document Matrix
AP 6530, District Vehicle Usage

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