

COMPTON COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE REGULATIONS



AR 7400 Travel

ISSUED: May 15, 2018

The Chief Executive Officer (CEO) directs that the following regulations apply to the Compton Community College District:

- I. **Travel Purposes:** The District recognizes the following purposes of travel, each of which requires authorization and documentation of participation before processing and/or reimbursement can occur. Only reasonable and necessary costs are eligible for reimbursement.
 - A. **Institutional Travel:** The objective of institutional travel is to attend meetings with Federal, State, or local agencies; to meet with elected officials; to consult with colleagues at other institutions for such purposes as curriculum planning, administrative practices, student services, and community college funding; and to serve on an accreditation team.
 - B. **Professional Travel:** The objective of professional travel is to permit participation in activities of organizations whose primary purpose is advancing the legitimate and constructive cause of community college education in the State of California or nationally. Such organizations include, but are not limited to:
 - Academic Senate of the California Community Colleges
 - Accrediting Commission for Community for Junior Colleges
 - American Association of Community Colleges
 - American Association of Community College Trustees
 - California Association of School Business Officials
 - Community College League of California
 - National Association of Colleges
 - Other Community Colleges/Districts
 - C. **Instructional Travel:** The objective of instructional travel is to encourage faculty and staff to keep abreast of new knowledge and new techniques in their areas of responsibility.
- II. **Applicability:** This regulation applies to all Academic and Classified employees of the District. Members of the Board of Trustees are considered employees of the District for purposes of this regulation. This regulation does not apply to:
 - A. **Students or student employees.** Students shall follow procedures developed for student travel.
 - B. **Consultants and contractors.** Travel expenses incurred by a consultant or contractor are reimbursable only if such expense is specified in the consultant/contractor's contract with the District and submitted to the District via an invoice.
- III. **Authorized Activities:** For purposes of this regulation, off-campus travel is defined as attendance and participation in at meetings, conferences, conventions, commissions, in-service training, and other groups whose principal business includes community college instruction and/or support functions or the advancement of the discipline or professional area in which the employee normally teaches or works. Off-campus travel does not include:

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- A. Meetings that pay a salary, expenses, or honorarium to the employee as a participant.
 - B. Meetings which are lobbying or legislative in nature without the prior approval of the CEO.
 - C. Meetings of professional or other organizations whose interest are outside the scope of the employee's normal work assignment.
 - D. Special interest meetings outside the scope of the employee's normal work assignment.
- IV. **Travel Categories:** The District shall develop procedures for authorizing and reimbursing travel that address legal requirements associated with reimbursing employees for business-related expenses they may incur as follows:
- A. **Mileage and Parking Reimbursement:** Employees authorized to use a personal vehicle in the performance of their assigned workday duties are eligible for reimbursement for mileage and parking fees incurred while on District business, except in the case where the employee receives a contractual travel allowance. All expense claims requested for reimbursement shall be substantiated and submitted be on the District's approved form.
 - B. **Conference Attendance:** Trips requiring overnight absences from the employee's established residence, payment of a participant fee, and/or reimbursement for employee incurred actual and necessary expenses shall be requested prior to the employee's attendance and participation. All conference attendance must be requested and approved prior to the employee's participation using the District's approved form. All expense claims requested for reimbursement shall be on the District's approved form.
- V. **Vehicle Use and Mileage Reimbursement Requirements**
- A. **District Vehicle:** Employees may use a District vehicle providing the employee meets District vehicle use requirements. College vehicle use generally occurs for the purpose of transportation of students to athletic events. When a District vehicle is used:
 - 1. The employee driving the vehicle must meet District vehicle use requirements pertaining to driver's license, driving record, insurance, etc.
 - 2. Mileage is not reimbursable.
 - 3. Gas purchases should be made using a District credit card.
 - B. **Personal Vehicle:** Employees may be authorized to use their personal vehicle during the course of the workday.

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ADMINISTRATIVE REGULATIONS



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- C. ***Mileage, Parking, and Related Fee Reimbursements:*** Employees authorized to attend an off-campus event for a purpose as defined above in section “I” may be reimbursed for mileage as follows:
1. Mileage is reimbursable on the basis of a commonly-used direct surface route, e.g. Google maps. The District cannot reimburse for extra miles logged due to a “roundabout” or another preferred route. Transportation by personal automobile shall be reimbursed using IRS Standard Mileage Rate based on mileage not to exceed air coach equivalency.
 2. If two or more employees share a personal vehicle, only the employee who provides the vehicle shall be reimbursed for mileage.
 3. ***Parking and Related Fees:*** Parking, toll, bridge, and other related fees are reimbursable when the expense is substantiated (receipt or bank record).
 4. ***Call-Back Mileage:*** In the event an employee is off-duty and called back to work by a supervisor, the employee may be paid for all mileage traveled in connection with that event or as specified in the applicable collective bargaining agreement.
 5. ***Not-Reimbursable:*** Employees shall not receive reimbursement for the following:
 - a. Miles to and from the District to their personal residence. If at the start or end of the work-day, the employee is required to travel on District business to a destination that is farther from the District Office than the employee’s normal commute, only the excess miles are reimbursable. The District should only pay for necessary and reasonable mileage.
 - ***Example:*** If the employee normal commute is 10 miles to the District but travels from his residence directly to work-related destination that is 15 miles from the District, only the additional five (5) miles are reimbursable.
 - b. Gas purchases. Mileage reimbursement rates include fuel expenses.
 - c. Damage or theft to an employee’s personal vehicle or items kept within the vehicle while on District business. A portion of the reimbursement rate is intended to defray individual insurance costs.
 6. The Accounting Manager shall annually review and publish mileage reimbursement rates within United States General Service Administration (GSA) or Internal Revenue Service (IRS) requirements.
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VI. Conference Attendance

- A. **Approval Processing Requirements:** When requesting off-campus travel, prior approval is required to ensure the activity is related to District business, adequate funding is budgeted in an appropriate line-item, and minimal interruption to District programs and operations occur. When appropriate, substitutes may be arranged. Signatures are required as follows:
1. The employee's supervisor and division vice president must approve all travel requests as confirmation the trip and related expenditures are appropriate for District business.
 2. The administrator overseeing the charge account must approve the expenditure of funds and the Accounting Department must approve that the funds are available. Additional signatures are required as follows:
 - a. When requested travel is out of the country, the Board of Trustees approval is required.
 - b. State of California specified restrictions may apply.
- B. **Internal Revenue Services (IRS) Regulations:** Employers are required to track the amount of expense reimbursement allowances paid to employees. Amounts employers pay employees to reimburse for substantiated business expenses are not generally subject to income tax or employment tax. Reimbursements can be subject to such taxes if the employer pays an amount in excess of the federal per diem rate and the employee does not return unsubstantiated expenses covered by the per diem rate to the employer. (IR-2006-175, Nov. 9, 2006).
- C. **Meals.**
1. No Receipts - Actual expenses not to exceed \$50/day (25 Dinner, 15 Lunch and 10 Breakfast).
 2. With Receipts - Actual expenses not to exceed a maximum of \$65/day.
- D. **Prepay.** An employee may request the Business Office to directly pay for airfare, registration, and lodging if an approved request form and required documentation is submitted to the Business Office in a timely manner.
- E. **Transportation** (Prepaid Expense and/or Reimbursable Expense)
1. **Air / Rail Travel:** Air travel will be arranged and paid for through the business office if the request is submitted three weeks in advance. If not submitted within that timeline, the employee purchases their tickets directly and submits for reimbursement as an expense claim. Fares must be at the lowest possible rate, e.g., economy, coach, etc. Upgrades are not reimbursable. If an employee wishes to upgrade, it is done at the employee's expense. Baggage charges may be reimbursed subsequent to the trip with the submission of receipts.

COMPTON COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE REGULATIONS



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2. **Personal Airplane Use:** Reimbursement shall not exceed the economy/coach rate for public carriers.
 3. **Personal Vehicle:** A personal vehicle is approved for travel within 100 miles or so of the District. When the distance exceeds 100 miles, the lesser of mileage or coach airfare is reimbursed regardless of what mode of transportation is used. Reimbursements are the same as discussed in Section V.C., Mileage, Parking, and Related Fee Reimbursement, above.
 4. **Taxi and Shuttle Services:** When an employee is on an approved conference, taxi, bus, and shuttle services are the preferred transportation mode to and from the airport. A receipt is required for reimbursement.
 5. **Rental Cars:** Employees on approved conferences outside of Los Angeles County may be authorized to rent a car when the cost of transportation is greater than the cost of other transportation modes, e.g., taxi, airport limousine, shuttle, multiple employees traveling together, etc.
 - a. Employees are to rent the car in their name, not the District's name.
 - b. Reimbursable rental charges are limited to a compact or standard size car. If the employee wishes an upgrade, he/she may do so providing at his/her own expense.
 - c. Rental charges should be at the best promotional rate and/or net of any discounts.
 - d. Gasoline for rental car use is reimbursable with proper documentation, e.g., rental agreement requirement and receipt(s).

F. Parking and Related Fees

1. Metered or any other parking fee, or a toll fee, are reimbursable when receipts are provided as a part of a conference claim. If receipts are not available, these fees would be considered covered as part of the incidentals allowance.
2. **Airport / Rail Station Parking:** Parking fees for leaving an employee's personal vehicle at the airport/train station is reimbursable at the shuttle/long-term parking lot rate. If the travel is for an extended period of time, an airport shuttle to/from the employee's home is reimbursable if the shuttle cost is less than parking cost.
3. **Related Fees:** Toll, bridge, and other related fees are reimbursable if a receipt is provided. If a receipt is not provided, the expense would be considered if listed on the itemized page.



G. Personnel Considerations

1. **Leave of Absence:** 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 reimbursement claim. No expense of any kind will be allowed for time in a leave of absence status.
2. **Salary-Status:** An employee authorized to attend a conference, is considered to be in regular status for the duration of the absence from his/her normal assignment. Disregard for District travel policy, regulations, and procedures and/or altering receipts can result in disciplinary action.
3. **Overtime:** Overtime is not permitted unless expressly authorized in advance by the CEO.

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TABLE AR 7401-2 ALLOWABLE CONFERENCE EXPENSES		
PER DIEM¹ <i>(Allowance Rate)</i>	OTHER THAN PER DIEM² <i>Receipts required:(Reimbursable)</i>	NOT ALLOWED <i>(Not Reimbursable)</i>
Lodging	Lodging taxes to the extent such taxes increase lodging cost to an amount greater than the per diem lodging rate.	<ul style="list-style-type: none"> • Additional lodging costs resulting from additional travel time for the employee’s convenience. • Lodging furnished by non-commercial or other means, e.g., staying with family/friends living in the conference area. • Mini-bar charges
Meals		<ul style="list-style-type: none"> • Meals consumed while enroute to / from the conference. • Alcoholic beverages and/or other intoxicating spirits. • Cost of meals furnished by non-commercial or other means, e.g., family and/or friends.
<i>Incidental Expenses</i>	<i>Miscellaneous Expenses</i>	<i>Other Not Reimbursable Expenses</i>
<ul style="list-style-type: none"> • Telephone, fax, and/or other electronic communication methods. • Minor supplies, postage, and reproduction costs • Porter service where charged as a specified fee • Laundry and valet expenses when employee’s absence from regular service extends beyond five (5) nights. • Other miscellaneous items directly related to District business for which no receipt is available: i.e. metered parking, bridge fees, bus fare, etc. 	<ul style="list-style-type: none"> • Personal vehicle mileage. • Air, rail, or bus fare to conference destination if receipted. • Airport parking. • Vehicle rental / gas. • Taxi and shuttle service including tip. • Registration fee. • Training fees. 	<ul style="list-style-type: none"> • Gasoline purchases associated with personal vehicle use. • Avoidable “no-show” charges for hotel or car service. • Upgrade fees. • Excess baggage fees. • Lost baggage. • Transportation to / from places of entertainment and similar facilities. • Conference-arranged leisure tours or personal side-trip expenses. • Traffic or parking citation while using a district or private vehicle • Entertainment expenses, radio or television rental, and other items of a similar nature. • Individual membership dues or fees, e.g., airline clubs, gyms, etc. • Personal telephone calls and other expenses of a personal nature. • Loss / theft of personal property • Gifts.
<p>¹ Per diem rates combine lodging, meals, and incidental expenses for primary destinations. Receipts are not required but lodging must be substantiated. See AP 7401A Travel for details.</p> <p>² Other than Per Diem Expenses may not exceed amount authorized in Section A of Form 7401-2A, Conference Request and Expense Claim.</p>		