

**Policy****7400 Travel**

The Board authorizes the Chancellor to attend conferences, meetings and other activities that are appropriate to the needs of the District and do not result in excessive absences which hinder the fulfillment of other job duties.

The Chancellor shall establish procedures regarding the attendance of other employees at conferences, meetings, or activities. Travel on behalf of the District should, however, not result in excessive absences which hinder the completion of normal job responsibilities. The procedures shall include authorized expenses, advance of funds, and reimbursement.

All travel outside the United States must be approved in advance by the Board.

The Board of Trustees will provide transportation for employees for approved trips as District representatives. Travel requests for campus personnel shall be approved by the College President, and those for District personnel shall be approved by the Chancellor, prior to the trip. Out-of-state trips may be made only with the approval of the Chancellor.

Employees will be reimbursed for approved travel expenses in accordance with established administrative procedures. The Board will receive a thorough report of staff travel and related expenses on a monthly basis. This report will be made available to the public upon request.

References:

Education Code Section [87032](#); Government Code Section [11139.8](#)

Adopted: June 28, 2004

Revision Adopted: ~~September 13, 2017, February 13, 2019~~, June 8, 2022

Last Reviewed: ~~September 13, 2017, February 13, 2019~~, June 8, 2022

Administrative Procedure

7400 Travel

- I. The following procedures are applicable to employee travel.
 - A. Employees may use a District-owned vehicle for approved trips, if available. For use of District-owned vehicles, a “Pull Notice Authorization Form” and copy of Driver’s License must be submitted to the Transportation Department.
 - B. If employees use their own vehicles, a "Private Vehicle Authorization" form shall be filed annually with the colleges or with the Office of the Vice Chancellor of District Administrative Services. Employee's insurance will be primary and the District's insurance secondary whenever the employee's personal vehicle is used for District travel.
 - C. Reimbursement rates for personal vehicles, meals, and incidental expenses will be at a rate to be reviewed and updated annually by the Office of the Vice Chancellor of District Administrative Services.

Note: Current reimbursement rates are published on the Controller’s Office website under [Accounts Payable-Travel Requests](#). See also [Federally Funded Grant Travel Guidelines and Procedures](#).
 - D. Reimbursement for lodging and conference fees will require an original receipt.
 - E. When budget limitations preclude the full reimbursement of expenses, supervisors may reimburse employees less than actual expenses if the lesser amount is agreed to prior to the trip.
 - F. Employees will not be reimbursed for alcoholic beverages, movies, or other expenses not necessary to business travel.
 - G. An employee will be reimbursed for miscellaneous business expenses with appropriate receipts. Short-term parking, bridge tolls, taxis, and miscellaneous business expenses with a combined total of less than \$15 per day may be reimbursed without a receipt if they are itemized on the expense form. Reimbursement of \$15 per day or greater will require original receipts. Specific exceptions (i.e., availability of a self-park option, mobility, safety) may be made to reimburse for valet parking with manager approval.
 - H. Commercial travel will normally be procured by District purchase order. However, if an employee paid out-of-pocket for the travel, an original receipt will be required for reimbursement.

References:

Education Code Section [87032](#); Government Code Section [11139.8](#); 2 Code of Federal Regulations Part [200.474](#)

Procedure Last Revised: April 11, 2007, September 13, 2017, February 13, 2019, June 8, 2022

Last Reviewed: September 13, 2017, February 13, 2019, June 8, 2022