

## CENTRAL SERVICES PROCEDURE—ACCOUNTS PAYABLE

### *TRAVEL REQUESTS*

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**Purpose:** To provide guidelines to employees for completing and processing travel requests (TRs).

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**General:**

TRs are to be prepared and approved in advance for both in-district and out-of-district travel.

Exception: Mileage for in-district travel and airfare may be submitted on a Direct Payment Request form for reimbursement.

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**Payment Types:**

Payment types are divided into two areas on the TR:

1. Prepayments (conference fees and lodging)
  2. Reimbursements for completed travel.
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**Prepayments Types:**

The prepayment area is for:

1. Registration fees for a conference or seminar
  - TRs should be prepared far enough in advance to allow for obtaining the required signatures at the colleges and to be sure to take advantage of any early bird discount. If deadlines are too close, it would be wise to walk the travel request through to the Accounts Payable office at Central Services for processing. Be sure that the enclosed documentation identifies the event, dates, location and all fees. Please attach a completed registration form or invoice.
  - Enter the payee name and complete address information in the prepay section of the TR.
2. Lodging at hotels or conference centers

A confirmation number is required. Please list this number along with the hotel name and address in the prepay section of the TR. The confirmation number will be entered on the check stub to assist the hotel in identifying the traveler.

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**Reimbursements:**

Upon return from travel, complete the TR by attaching all original receipts for valid reimbursements and necessary approval signatures. This must be submitted to Accounts Payable no later than thirty (30) days from the last day of travel.

The reimbursement area is for:

1. Airfare  
Commercial air travel may be processed on a District purchase order or through reimbursement to the district employee that is traveling. If an employee prepays for their air travel, an original receipt attached to a Direct Payment Request is required for the reimbursement. Airfare must be arranged to fly via economy or coach. Upgrades are not reimbursable. Employees will only be reimbursed for one checked bag at the standard airline rate.
2. Lodging  
Employees are to stay in the conference sponsored hotel when available. Alternate hotels must be at a comparable rate. A final hotel folio is required for reimbursement. Except in extenuating circumstances, lodging will not be paid when the conference or meeting is within commuting distance (sixty-mile radius of the District Office).
3. Meals  
Effective July 1, 2017, meals will be reimbursed using per diem as follows:  
Breakfast \$10 (Departing between 12am – 11 am)  
Lunch \$15 (Departing between 11am – 4 pm)  
Dinner \$30 (Departing between 4 pm and 7 pm)  
If one employee pays the cost of a meal for additional employees, the non-paying employees must reduce their total meal cost by the meal per diem rate. The employee paying for the meal, may claim the meal per diem rate for the additional employees.  
Meals will not be reimbursed if provided by the conference or hotel. If meals are included on a final hotel folio, they must be excluded from the total lodging expense and included in the total meal cost; reimbursement is limited to the meal per diem rate.  
Meals will not be reimbursed for travel that begins and ends on the same day unless that travel is greater than a fifty-mile radius from the District Office.
4. Mileage  
Mileage amount is not to exceed the equivalent of coach airfare. Reimbursement for personal vehicles will be at a rate to be reviewed and established annually by the Chancellor or designee. Effective January 1, 2020 the mileage rate is 57.5 cents per mile. If a District vehicle is used, the department will be charged the mileage rate established for that vehicle.
5. Miscellaneous Business Expenses (e.g., short-term parking, bridge tolls, and taxi)  
An employee will be reimbursed for miscellaneous business expenses with appropriate receipts. Alternatively, an employee may be reimbursed for miscellaneous business expenses for a combined maximum of \$15 per day without a receipt if they are itemized on the TR.

**Limitations**

Employees **will not** be reimbursed for alcoholic beverages, exercise room use, movie rental, or any other expenses not necessary to business travel.

Please refer to the [Federally Funded Grant Travel](#) document for additional guidelines.

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## Vehicle Usage:

### Use of District Vehicle

- Employees may request to use a District-owned vehicle if they have a current District DMV Pull Notice form on file.

### Use of Private Vehicle

- If employees use their own vehicles, a “Private Vehicle Authorization” form needs to be on file. Employee’s insurance will be primary and the District’s insurance secondary whenever the employee’s personal vehicle is used for District travel.

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## Helpful Hints:

1. If the TR is for more than one individual, and the reimbursement has several components, it is helpful to attach a recap sheet. Also, each person receiving a reimbursement *must* sign the TR and the reimbursement amount should be listed next to each signature.
2. If multiple account numbers are used, be sure to show the amount to be charged to each account.
3. If the total amount of the trip is greater than the estimated cost, the unit manager needs to provide an approval signature for final reimbursement.
4. A copy of your meeting agenda (or document substantiating travel) must be attached to the TR.
5. Original receipts are required for reimbursements.

***Please do not write in the shaded areas of the TR. The shaded areas are used by the Accounts Payable staff to record payments. Please use only blue or black ink to complete the TR and type or print legibly.***

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## Approvals:

The following approvals must be obtained prior to date of travel:

- MJC Responsibility Code Manager
  - Vice President of College Administrative Services
  - College President
  - Facilities Office (if utilizing a District vehicle)
  - Board of Trustees (if trip is out-of-state)
- CC Responsibility Code Manager
  - Supervising Vice President
  - College President (if over \$1,000 or out-of state)
  - Instructional Materials Center (if utilizing a District vehicle)
  - Board of Trustees (if trip is out-of-state)
- CS Responsibility Code Manager
  - Vice-Chancellor (for Responsibility Code Manager)
  - Board of Trustees (if trip is out-of-state)

**Effective:** 11/1995

**Updated:** 1/2020

**Questions:** Accounts Payable (X6525)