



## EMPLOYEE TRAVEL POLICY AND PROCEDURES

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Approved business-related travel expenditures are allowable. The purpose of this policy is to cover what is considered an allowable expenditure in these circumstances.

Travel requests must be allowable under Education Code, Government Code, the Budget and Accounting Manual (BAM) and Board Policy. All travel requires board approval. If travel occurs before board approval, it will have to be ratified (Board approved-after-the-fact) and could delay reimbursement. This does not alleviate pre-approval requirements from the division Dean/Director, supervising Vice President and Director of Business Services. Traveling without pre-approval could result in personal liability, meaning it may not get reimbursed.

In circumstances that are emergency and/or sudden in which Employee does not have a board approved Trip Request form, under AP7400, the President or his/her designated representative shall have the authority to approve transportation by District Employees when rendering services on behalf of the District. District Employees shall submit a Travel Reimbursement, along with a Trip Request form, which will be ratified by the Board for approval.

### PROCEDURES:

**Forms and Approvals:** The following forms can be found on the Business Services Travel webpage,:

<http://www.avc.edu/administration/busserv/travel>

- **Trip Request Form**  
Required Approval Signatures: Traveler, Dean/Director, Program Coordinator (if applicable), Vice President/President, and Director of Business Services
- **Auxiliary Services Request/Auxiliary Requisition Form**  
Required for travel being paid from Auxiliary funds. See step 3 under “Steps to Processing Travel Requests” below.
- **Request for Travel Reimbursement Form**  
Required Approval Signatures: Director of Business Services. Please note, Dean/Director and Program Coordinator (if applicable) signatures are only required if the Total of all Travel Expenses is 10% or greater than the total amount listed on the Trip Request form. Mileage requests will need to be submitted with a Mapquest/Google Map printout.
- **Mileage only Reimbursement Form**  
Required Approval Signatures: Traveler, Dean/Director, Program Coordinator (if applicable), Vice President/President, and Director of Business Services. Mileage requests will need to be submitted with a Mapquest/Google Map printout.
- **Hotel/Motel Transient Occupancy Tax Waiver Form**  
Required for all hotel stays in California. As a representative of a California State agency, the District is exempt from paying occupancy tax.
- **Jack Fry Travel Quote Booking Request Form**  
To be submitted to Jack Fry for travel quote requests.



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### Steps to Processing Trip Requests:

All travel and reimbursements must be pre-approved prior to travel being booked or incurring any expense.

**All required travel documentation must be completed and received by the Business Services-Purchasing Department a minimum of 10 business days prior to the first day of travel to be processed. Requests submitted less than 10 business days prior to the first day of travel will be the responsibility of the traveler to book and obtain reimbursement from the District or the traveler can contact their department VP to book the travel with a District Travel card.**

### Trip Requests:

1. If flight, hotel, and/or rental car is needed, complete a Jack Fry Travel Quote Booking Request form and submit to Jack Fry Travel (e-mail: [deborah.buxton@jackfrytravel.com](mailto:deborah.buxton@jackfrytravel.com) , phone: (661) 945-6911). The turn around time for a quote is 48 hours.
2. Complete a Trip Request form and obtain all necessary signatures. **Refer to the section Allowable Expenditures when completing your Trip Request form.**
3. Attach any additional documentation (Jack Fry Quote, Conference Information, Occupancy Tax Waiver form, etc.) to the Trip Request form. If your travel is being paid with Auxiliary Funds, you must also attach a completed Auxiliary Services Requisition. The item description should reference the trip information and a NTE (not to exceed) amount. The total should be the NTE amount.
4. Forward Trip Request form and attached documentation to the Business Services-Purchasing Department for processing. Once received, the Trip Request form (and attached documentation) will be verified for completion and budget checked. Next, Purchasing will process the Trip Request form into a Purchase Order to encumber the funds (except for Auxiliary Accounts), forward the approved quote to Jack Fry Travel with PO number to book if applicable, and process any conference registrations (if noted). Jack Fry will contact the Requester with any questions and forward all travel confirmations. If any of the quoted prices from Jack Fry Travel have increased by more than 10%, Jack Fry Travel will contact the Purchasing Department to obtain approval of the increase from the fund manager (Dean/Director/Program Manager) before moving forward with the reservation.

### Steps to Processing Travel Reimbursements:

Upon return of trip, Traveler must complete a **Request for Travel Reimbursement form** for items to be reimbursed and obtain all necessary approval signatures. **This must be submitted to Business Services no later than thirty (30) days from the last day of travel.** Requester should include the following:

- a) Board Approved Trip Request Form
- b) All receipts including lodging
- c) Any other necessary documentation (conference agenda, etc.)

Forward Request for Travel Reimbursement form (and attached documentation) to Business Services for processing. Once received by Business Services, the Request for Travel Reimbursement form will be verified for completion and budget checked. It will then be forwarded to Accounts Payable to process a reimbursement check to the Traveler.



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### **Allowable Expenditures**

Since it is the responsibility of each employee to be good stewards of taxpayer dollars, reasonable accommodations need to be made.

- **Hotel.** Hotel stays are allowable if the travel is expected to be overnight or if the individual will be traveling more than 12 hours in one day (for example, 2 hours drive time each way with a 8.5 hour conference schedule would be 12.5 hours of traveling). Premium accommodations should be avoided because the District will only reimburse reasonable accommodations. If the expense is found to be premium, the employee may incur personal liability for the difference. With your Trip Request form, please submit a Jack Fry Travel quote and an Occupancy Tax Waiver Form (if the hotel is in California) through the Business Services Area to book your hotel and ensure there is no personal liability on the part of the employee.
- **Airfare.** Airfare is allowable for economy class. If business class or first class rates are used, the District will only reimburse the economy class rate. With your Trip Request form, please submit a Jack Fry Travel quote through the Business Services Area to book your airfare and ensure there is no personal liability on the part of the employee.
- **Car Rental.** Compact cars are preferred, except when there are three or more traveling. In these circumstances, a mid-size car is allowable. Please elect the insurance when renting a car. With your Trip Request form, please submit a Jack Fry Travel quote through the Business Services Area to book your rental car and ensure there is no personal liability on the part of the employee.
- **Gas.** The District will reimburse gas for rental cars to and from the travel site, hotel (if different from travel site) and rental car location. Please use the most cost effective solution and submit a receipt for reimbursement.
- **Parking.** Overnight parking at a hotel is allowable if approved in advance on the Trip Request Form. Please use the most cost effective solution and submit a receipt for reimbursement.
- **Airport Parking.** Airport Parking is allowable if approved in advance on the Trip Request Form. Please use the most cost effective solution and submit a receipt for reimbursement.
- **Baggage Fees.** Baggage fees are allowable if approved in advance on the Trip Request Form; the District will only reimburse one (1) baggage fee. Please use the most cost effective solution and submit a receipt for reimbursement.
- **Conference Fees.** On the Trip Request form, please check either “pay via website” box and include the website name or the “pay by check box.” Attach your conference registration information to the Trip Request form and please submit to the Business Services area to process your registration and ensure there is no personal liability on the part of the employee.
- **Course & Workshop Fees.** On the Trip Request form, please check either “pay via website” box and include the website name or the “pay by check box.” Attach your conference registration information to the Trip Request form and please submit to the Business Services area to process your registration and ensure there is no personal liability on the part of the employee.
- **Tournament Fees.** On the Trip Request form, please check either “pay via website” box and include the website name or the “pay by check box.” Attach your conference registration information to the Trip Request form and please submit to the Business Services area to process your registration and ensure there is no personal liability on the part of the employee.
- **Referee Costs.** Please submit a Request for Revolving Cash showing for referee costs at least one (1) week in advance of the event. A check will be prepared and ready for disbursement prior to the event.



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- **Taxi.** Taxi costs are allowable if approved in advance on the Trip Request Form. Please use the most cost effective solution and submit a receipt for reimbursement.
- **Shuttle Service:**
  - To Los Angeles area airports: Contact Campus Events, ext. 6562, for transportation to the airport. If Campus Events is unable to provide transportation to the airport, the district will reimburse the traveler up to the cost of Super Shuttle if approved in advance on the Trip Request Form; submit a receipt for reimbursement.
  - For all other area airports: Shuttle Expenses are allowable if approved in advance on the Trip Request Form. Please use the most cost effective solution and submit a receipt for reimbursement.
- **Meals.** Meals are reimbursed at a per diem rate. Meals will not be reimbursed if provided by the conference or hotel. The current daily rates are as follows:
  - Breakfast: \$10 (Departing between 12am-11am)
  - Lunch: \$15 (Departing between 11am-4pm)
  - Dinner: \$25 (Departing between 4pm-7pm)
- **Mileage Rate.** Mileage will be reimbursed at the current IRS mileage rate (as of 1/1/16: \$0.54 per mile). Mileage is to be calculated from one work site to another. When traveling, the approved travel location(s) are to be used to calculate mileage. Mileage is not to be calculated from a traveler's residence. Employees who choose not to carpool to the same location may not be reimbursed by the District, unless approved in advance by the travelers supervising Vice President. Mileage requests will need to be submitted with a Mapquest/Google Map printout.

### **Other Travel Related Items**

**Mileage Only:** In accordance with applicable collective bargaining agreements, mileage may be reimbursable for employees that have to travel between district sites. Employees may be reimbursed by filling out a mileage reimbursement form. No trip request is required. Mileage requests will need to be submitted with a Mapquest/Google Map printout. Reimbursement for mileage may not exceed the total cost of coach airfare and other transportation costs to the same destination.

**District Vehicles:** The District has vehicles, such as vans and buses that can accommodate several people traveling to the same location. Please be sure to contact the Campus Events Office to schedule the use of a vehicle. Note: Campus Events does require Requester to submit his/her fully-approved Trip Request form in order to begin making reservations. For more information, please contact Campus Events at Ext. 6296 or see webpage: <https://www.avc.edu/administration/facilities/fscampusevents>

References: Education Code and Government Code  
California Community Colleges Budget & Accounting Manual  
Board Policy and Administrative Policy