



## VENTURA COUNTY COMMUNITY COLLEGE DISTRICT BUSINESS SERVICES DIVISION

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### VENTURA COUNTY COMMUNITY COLLEGE DISTRICT STANDARD OPERATING PROCEDURES FOR TRAVEL

Reference: Administrative Procedure (AP) 6336  
Administrative Procedure (AP) 6337

#### **PURPOSE**

It is the policy of the District to provide equitable reimbursement of reasonable and necessary out-of-pocket expenses incurred while traveling on official Ventura County Community College District (VCCCD) business.

These procedures are intended to provide uniform guidelines and standards for the reimbursement of reasonable and necessary travel and related expenses incurred by employees and others while on official VCCCD business.

#### **EMPLOYEE TRAVEL AND MEETING EXPENSES**

The employee authorized to travel is responsible for complying with State statutes, laws, regulations, policies and procedures and IRS guidelines and is responsible for accurately completing all required forms for reimbursement of authorized official business travel expenses and adhering to all VCCCD policies, regulations and procedures related to travel by employees.

District travel is a privilege. Employees are expected to exercise prudent judgment when incurring travel expenses. It is the District's policy to reimburse employees out-of-pocket and direct expenses incurred while traveling on official District business. Expenses will be reimbursed in accordance with VCCCD Board Policy Manual and VCCCD Administrative Procedures 6336 and 6337, and that are evidenced by itemized receipts (must include date of transaction and vendor name). Meal expenses follow the per diem limits and do not require an itemized receipt, unless purchased with a procurement card.

#### **I. AUTHORIZATION TO TRAVEL**

Travel Request form (Form No. 14001) must be approved in advance by the appropriate College President or designee, or Vice Chancellor or designee in order to receive authorization to travel.

## II. ENCUMBERING FUNDS

- A. To ensure funds are available at the completion of travel, funds will be encumbered, in advance, based on the estimated total cost of the travel calculated on Form No. 14001.
- B. Funds will be encumbered at each College against the budgeted funding source indicated on Form No. 14001.
- C. The Travel Request form should indicate the method of transportation (airfare, mileage for use of personal vehicle, car rental, etc) with estimated amounts indicated in the "Estimated Expenses" column.
- D. All travel must be approved and encumbered in Banner prior to making any travel arrangements.
- E. Travel with no cost to the District is not required to be encumbered in Banner.

## III. ALLOWABLE TRAVEL EXPENSES

### A. Meals

Employees may be reimbursed for actual out-of-pocket expenses at the District's current rates.

1. Reimbursement for the cost of meals consumed as part of approved travel will be based on actual out-of-pocket costs, with a maximum daily limit of \$55, inclusive of all taxes and gratuity (gratuity must not exceed 15%). Meal purchases made with procurement cards must be evidenced by an itemized receipt (must include date of transaction and vendor name). All other meal expenses within the per diem limits do not require an itemized receipt.
2. When a meal is offered at an additional cost (not included in registration fee) that exceeds the daily limit of \$55.00, and is considered part of the conference/workshop, those amounts will supersede the meal limit rates and be allowed.
3. When the request for reimbursement of meals exceeds the maximum limits, a written justification is required with approval by the College President or designee for College staff, or Chancellor or designee for District Administrative Center staff.
4. The purchase of alcohol is not a reimbursable travel expense.
5. Meals may be included on the lodging receipt and will be reimbursed up to the per diem daily limit. Itemized receipts are required for Procurement Card purchases.