



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

BUSINESS SERVICES DIVISION

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.

B. Transportation

All travel by public conveyance shall be at the lowest available fare

1. Mileage

Mileage incurred in conjunction with other travel expenses should be claimed on a Travel Request form.

Reimbursement for mileage with no other associated expenses shall be claimed on a Mileage Reimbursement Claim form (Form No. 14002).

Mileage reimbursement shall be allowed from an employee's official work site or official residence, whichever is less.

Reimbursement for private auto mileage will be at the current reimbursement rate identified by the Internal Revenue Service. Employees electing to drive to a conference may be compensated the lower of mileage reimbursement or an amount equivalent to the lowest available airfare, car rental or other applicable costs.

When more than one employee is attending a meeting, conference, or conducting business travel, employees shall be encouraged to carpool. Only the owner/driver of the vehicle will be reimbursed mileage.

Employees traveling between multiple assigned work locations will not be reimbursed mileage.

2. Air Travel

Air transportation shall be by the least expensive class.

Travel by non-commercial airplane is not permitted.

Incidental expenses such as long-term parking, shuttle and taxi fares (including tips not exceeding 15%), will be reimbursed at actual cost as evidenced by itemized receipts.

IV. UNALLOWABLE TRAVEL EXPENSES
(this list is intended to be illustrative and not all inclusive)

Purchase of alcohol
Tips for baggage handling, concierge, maid service
Personal telephone calls
In-room Internet connectivity charge where there is no business need
Additional days lodging costs when there is no business need
Personal sundry items (toiletries, clothing)
Spouse or family member's travel costs
Pay-for-view movies in hotel/motel room
Traffic citations, parking tickets and other fines

V. TRAVEL EXPENSE ADVANCES

Travel advances to employees for approved travel for anticipated out-of-pocket expenses are available. Direct payment to vendors for associated costs may also be requested prior to the actual travel.

A. Allowable Advances

1. Pre-payment of registration fees, lodging and commercial carrier travel to a vendor may be requested and in fact is encouraged in order to take advantage of any fee discounts and to secure space for the traveler.
2. An advance to an employee for approved travel may be requested to cover anticipated out-of-pocket expenses, with the exception of mileage as noted #3 below.
3. Estimated mileage reimbursement may not be requested as an advance to the employee.

B. Requesting an Advance

1. To request an advance to a vendor or employee, the Estimated Expenses column and the Advance Payment Request box on the Travel Request Form No. 14001 must be completed.
2. The Travel Request form must be signed by the Division/Budget Manager and approved by the Vice President or designee for the Colleges, or the Vice Chancellor or designee for District Administrative Center.
3. Authorized Travel Request forms must be received the District Administrative Center at least 15 days in advance of the date of travel or payment deadline (this includes any processing time required by the College Fiscal Services Department).

4. Employees may not use approved but unspent advance funds towards a different approved travel, or to reimburse oneself for business mileage. Each Travel Request form must be closed out and any remaining advanced funds returned intact with the completed encumbrance form, either via cash or a personal check to the District or at the Student Business office with receipt provided with the completed encumbrance form, within 15 days of the last travel date
5. Employees may not transfer unspent advance funds to another VCCCD employee who is also traveling to the same sponsored event. Each Travel Request form must be closed out and any remaining advanced funds returned intact via personal check or cash to the District or at the Student Business Office within 15 days of completed travel.

VI. FINAL REPORTING/EXPENSE REIMBURSEMENTS

A. Procedure

1. In order to certify costs and reimbursements for out-of-pocket expenses, the approved "Travel Request" form must be submitted after completion of travel (even if additional reimbursement is not requested). Travelers must provide an adequate accounting or substantiation of their actual travel related expenses.
2. The Actual Expenses columns of the Travel Request form must be completed and signed by the claimant and approved by the College Vice President or designee for College staff travel, or by the Vice Chancellor or designee for District Administrative Center staff travel.
3. Claims should be submitted to the District Administrative Center no later than 15 calendar days following the completion of travel (this includes any processing time required by the College Fiscal Services Department).
4. Cancellations and refunds are the responsibility of the employee. The District is not responsible for payment of ticket penalties or non-refundable fees when cancellation or change of trip occurs through no fault of the District.
5. If, after three instances of late/incomplete submission of finalized travel forms, the District reserves the right to deny future advances. The traveler's supervisor will be notified of late submissions and if this denial is instituted. It will be the responsibility of the supervisor to advise the traveler this privilege is suspended.

INTERNATIONAL TRAVEL

The Ventura County Community College District recognizes the need for international travel and related expenses in connection with District/College business, training, instruction or presentations. International travel covers all destinations outside the Continental United States.

The purpose of International travel must clearly support and is directly linked to the requestor's role at VCCCD and should result in a net benefit to students or programs authorized by the College.

Completion of the VCCCD Authorization for International Travel (form 14041) form must be submitted no later than 90 days prior to making travel arrangements, this allows for appropriate approval of the College President, Chancellor, and Board of Trustees. If District funds are being utilized for the International travel, employee must also submit District-wide Form No. 14001, VCCCD Travel Request form.

Employees, who obtain approval for international travel, MUST not travel to countries for which a travel advisory has been issued by the State Department of the United States. It is the employee's responsibility to contact the State Department to obtain a list of current advisories at <http://travel.state.gov>.