
Administrative Procedure
Chapter 7 – Human Resources

AP 7400 EMPLOYEE TRAVEL

References:

Education Code Section 87032;
Government Code Section 11139.8;
2 Code of Federal Regulations Part 200.474

The Vice President, Business Services or designee shall be responsible for administering these procedures.

Professional Conference Defined

For purposes of these Regulations, a professional conference shall be defined as including national, regional, state or sectional meetings whose principal business includes community college instruction and/or support functions or the advancement of the discipline area in which the individual normally teaches or works.

Attendance at the following types of meetings will usually not be included under this Regulation:

- A. Meetings where participants receive college credit or salary advancement, except for those individuals receiving continuing education credit for maintaining their professional licenses.
- B. Meetings that pay a salary or honorarium to participants.
- C. Meetings which are promotional, lobbying or legislative in orientation.
- D. Special interest meetings and meetings of professional organizations whose interests are outside the scope of the employee's normal work assignment.
- E. Conferences for which the employee does not request reimbursement of expenses from the District.

Application to Attend Professional Conferences

- A. Any classified, faculty or administrative employee is eligible to apply for permission to attend professional conferences, within limitations as

described in applicable collective bargaining agreements or Board Policy and within budget availability. All travel authorization forms must be pre-approved prior to actual travel.

B. Application Process

1. A Travel Authorization Form must be completed for any conference, regardless of the duration of the conference if the employee will request reimbursement of expenses from the District or if the District has prepaid expenses.
 - (a) If an employee is attending a conference requiring time off from work and does not request reimbursement of expenses from the District, a "Request for Paid Leave of Absence" form must be completed and submitted to the immediate supervisor for approval.
 2. A Travel Authorization Form must be completed by each employee attending a conference. Expenses for more than one employee cannot be combined on one form.
 3. Travel Authorization Forms are available on the District website.
 4. For faculty, the Travel Authorization Form requires approval by the department head, dean, and area vice president. All faculty conference requests shall be directed through Faculty Professional Development (FPD), which establishes guidelines for and processes approval of faculty conference funding. Any exceptions to the FPD guidelines and processes must be coordinated through the FPD.
 5. For classified and administrative personnel, the Travel Authorization Form requires approval by the immediate supervisor, the dean or director, and the area vice president.
- C. The District may at any time request an employee to attend a professional conference. When such requests are made and the employee accepts, the District shall reimburse expenses in accordance with this Regulation.
- D. Employees are not authorized to commit District funds for conference fees and/or services. Fees and/or services that are billed to the District without proper authorization and approval will be the responsibility of the employee.

Allowable Expenditures

When a request to attend a professional conference has been approved according to the guidelines outlined above:

- A. There shall be no loss of regular or hourly salary for attendance at any approved conference. There shall be no overtime paid for travel to, or attendance at a conference.
- B. Travel and transportation expenses will be reimbursed only up to the approved amounts on the Travel Authorization Form and are subject to limitations established by staff development or other funding sources.
- C. The District will pay for actual, necessary and reasonable expenses that meet the following guidelines:
 - 1. **Registration fee** (documentation required).
 - 2. **Mileage** will be paid at the IRS approved rate. Payment of mileage for driving to a conference site rather than flying will be actual mileage or the coach/economy class airfare cost, whichever is less. Mileage claimed must be reduced by the employee's normal round-trip commute miles.
 - 3. **Parking fees** (receipt required).
 - 4. **Meals.** All meals for which expenses are actually incurred shall be paid using the current IRS rates for the per diem regular method. For fractional parts of a day which do not require overnight travel, the appropriate meal expense shall be reimbursed. Based on IRS regulations, employees are eligible for meal reimbursements only when they are in travel status for more than 12 hours. To be eligible for reimbursement for breakfast, the employee must be away from home or the District before 6 a.m. To be eligible for reimbursement for dinner, the employee must be away from home or the District after 7 p.m.
 - (a) When the cost of meals is included in a registration fee, separate reimbursement for the covered meals is not allowed.
 - 5. **Lodging.** Actual lodging cost, not to exceed charges at the single occupancy rate, shall be allowed. An original itemized receipt for lodging expense must be submitted with the reimbursement claim to be allowable. No other receipt, such as a credit card receipt, will be accepted (i.e. a credit card receipt).
 - (a) Expenses for overnight lodging will not be reimbursed for trips within 50 miles of the District without prior approval of the Superintendent-President or designee.
 - 6. The expense of traveling by commercial carrier will be allowed on the basis of actual cost. All employees will be expected to use the

most economical mode of transportation where practical and in the best interests of the District.

7. **Airport transfers, shuttle fees, and taxi fares** (receipt required). A reasonable and customary gratuity or mandatory fee for transportation service may be reimbursed up to 20% of the fare which should be included on the total fare amount claimed for reimbursement.
 8. **Car rental** (receipt required). The most economical rental car available shall be rented. When college employees travel on official business and are authorized to rent a car, van, or other vehicle, purchasing the applicable liability and collision insurance coverage offered by the rental agency is required. Include the cost of the rental vehicle insurance when planning, budgeting, and seeking approval to rent a vehicle on the District's behalf.
 9. **Telephone** and electronic communication expenses are reimbursed only if incurred in conducting District business (receipt required).
 - (a) Employees who receive a cellular telephone allowance should use their cell phone to make telephone calls.
 10. For federally funded professional travel, temporary dependent care costs (as dependent is defined in 26 U.S. Code Section §152) and beyond regular dependent care that directly results from travel to conferences is allowable provided that:
 - (a) The costs are a direct result of the individual's travel under the federal award;
 - (b) The costs are consistent with the District's policies; and
 - (c) The costs are only temporary during the travel period.
- D. Lodging, airfare, and car rental (if necessary) may be prepaid by the Travel & Conference staff member in Fiscal Services. When arrangements are made in this manner, the District credit card will be used for advance charges.
- E. Certain travel expenses are considered personal expenses and not essential to District business. Such non-reimbursable expenditures include:
1. Membership fees or dues
 2. Alcoholic beverages

3. Entertainment expenses such as health spa services, movies, recreational tours, etc.
 4. Purchase of books, equipment or other materials
 5. Extra leg room, travel insurance, etc.
 6. Traffic or parking citations
 7. Personal telephone calls
- F. The Travel Claim Form must be completed, with required original, itemized receipts attached, and filed through the immediate supervisor whether or not a reimbursement is being requested. Reimbursement for authorized expenses will be made after all expense statements with required receipts have been filed with Fiscal Services.
- G. All claims for reimbursement for conference attendance must be submitted within the same fiscal year in which the conference occurred, or no later than July 10th of the next fiscal year. Claims submitted after July 10th of the next fiscal year will not be honored.

Required Reports

- A. The following reports are required within three (3) weeks following the conference:
1. Faculty members shall file with the Dean a typed summary report of conference outcomes and potential benefit to the District and may include copies of papers presented during the conference. In the case of a District conference, the report shall be filed with the administrator providing the budget for the conference.

Mileage Reimbursement

The Vice President, Business Services or designee shall be responsible for administering these procedures.

Mileage will be allowed for all employees in the following circumstances:

- A. Mileage will be allowed for all employees for roundtrip travel between work locations when the employee is driving a personal vehicle on business within the Long Beach Community College District as part of the employee's regularly assigned duties.
- B. Mileage will be allowed for all permanent employees, including classified staff, faculty, and administrators, for travel outside the Long Beach Community College District when the trip is part of regularly

assigned duties. Mileage for conference travel must be claimed on travel authorization forms. When a trip is approved for travel outside the District to a city regularly serviced by scheduled airlines, the allowable mileage reimbursement may not exceed the amount of tourist class airfare.

- C. Names of temporary and student District employees who are recommended by an appropriate administrator for mileage reimbursement shall be submitted to the Associate Vice President, Human Resources, for recommendation to the Board of Trustees. Reimbursement for mileage for driving a personal vehicle on District business shall become effective on the date approved or ratified by the Board of Trustees.

Mileage reimbursement shall not be allowed for the following circumstances:

- A. For any employee receiving a car allowance, which includes remuneration for car allowances in any format. Currently, administrators at range 22 and above receive a car allowance, which has been included in their salary schedule since July 1, 2015. Employees receiving a car allowance may be reimbursed for mileage driven for conferences and workshops outside of Los Angeles County and its contiguous counties (Orange, San Bernardino, Kern and Ventura).
- B. For travel from the employee's residence to the first work location or from the last work location of the day to the employee's residence.
- C. For passengers in the vehicle when two or more employees share a personal vehicle to a District related activity.

Mileage reimbursement shall be at the same rate as the mileage rate allowed by the Internal Revenue Service (IRS).

Transportation related expenses which are directly associated with business mileage and are reasonable and necessary shall be reimbursed. Allowable expenses include parking fees, bridge, highway, and tunnel tolls. All claimed transportation related expenses shall be authenticated by submission of original itemized receipts.

To document miles traveled, Google Maps or a similar directions/map website printout must be attached to the form for each location traveled.

Mileage reimbursement claim reports shall be filed in the Fiscal Services Office at least once per semester, or at any time the amount of the claim exceeds \$75.00

- A. All mileage reimbursement claims must be approved and signed by the employee's immediate supervisor and appropriate administrator, and are subject to budget availability.
- B. All claims for reimbursement for mileage and/or transportation related expenses are required to be submitted within the same fiscal year in which the travel occurred, or no later than July 10th of the next fiscal year. Claims submitted after July 10th of the next fiscal year will not be honored.
- C. All employees who drive personal vehicles on District business are required to provide proof of a valid California driver's license and the minimum property damage and public liability insurance required by California law to Fiscal Services. Documentation of meeting these stipulations is required prior to driving a personal vehicle on District business and in order to receive reimbursement for mileage.

For the Superintendent/President, all reasonable and necessary business meals and other reasonable travel-related expenses may be charged to the District-issued credit card, so long as purchases are supported by original receipts and proper documentation.

Also see BP 7400 Employee Travel as well as BP/AP 2735 Board Member Travel.

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