

Administrative Travel Procedures

AP 3152

Board Policy § 3152 states that District employees are reimbursed for expenses incurred while away on district business. The purpose of this administrative procedure is to highlight allowable travel expenses under that policy. These procedures apply only to District employees and trustees and does not pertain to students or independent contractors who seek similar reimbursement.

It is the intent of the Board of Trustees that no employee suffer financial loss or produce personal gain as a result of being on district business. It is further intended by the Board that when an employee is away from home on district business, a standard of living be sustained comparable to what are normally maintained under conventional living conditions.

Expenses of a personal nature are not reimbursable.

General Travel Guidelines and Allowable Expenditures:

Below are examples of general travel guidelines and allowable travel expenditures; however, these examples are not intended to be all-inclusive nor fully refined.

Hotel Accommodations:

While traveling on district business, employees are encouraged to stay at good hotels. Premium accommodations should be avoided unless no other suitable arrangements are available or special circumstances justify their use. Hotel arrangements should only be sought when staying overnight and the hotel is outside a 75 mile radius from the District.

Air Transportation:

The standard for domestic air travel is coach class and for international travel is business class. Reservations should be made early to obtain the lowest rates. Employees should ensure plans are confirmed prior to purchasing tickets with flight restrictions or no-refund clauses.

Car Rental:

The standard car rental is a compact automobile; however, a larger a car can be used if more than two employees share a single automobile.

Generally, rental agencies provide insurance coverage at a premium. The District recommends you elect such coverage. If you use certain credit cards (i.e., “gold cards”) for payment, collision coverage is sometimes provided for under their policy. Before declining the insurance coverage, verify that the credit card does indeed provide such advantages.

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Personal Automobile Transportation:

When an employee elects to use a personal automobile for out-of-district transportation, the employee will be reimbursed at the current IRS statutory limit for the first 300 miles. Beyond that mileage, the employee will be reimbursed at the “economy” airfare to/from that location.

Business Travel Accompanied by a Spouse:

Expenses incurred by a spouse while traveling with an employee are not recoverable. Furthermore, any premium induced as a result of the spouse (i.e., additional room charge) will be borne by the employee.

Telephone Calls:

All business related calls are reimbursable. A reasonable amount (one or two per day) of personal calls are also reimbursable.

Receipts:

Except when claiming per-diem, all “original” receipts must accompany a claim for reimbursement. In certain instances, (i.e., toll, taxi, etc.) receipts are not furnished. In these situations, the reimbursement request must clearly explain the nature of the charge and why a receipt was not provided. Limitations exist on meals, see per-diem below. Claims for reimbursement are to be submitted within 90 calendar days following the trip, but no later than July 15 following the end of the fiscal year. Claims from a prior fiscal year will not be paid.

Per-Diem:

The meal per-diem, periodically adjusted for inflation, is \$55.00, as follows:

Breakfast	\$ 10.00
Lunch	\$ 15.00
Dinner	<u>\$ 30.00</u>
Total	<u>\$ 55.00</u>

Unless specifically authorized by the Chancellor or College President's, meal amounts exceeding the per-diem limit will not be reimbursed. Moreover, if a conference registration includes meals as part of the fee, then per-diem for that meal may not be additionally claimed.

See Board Policies 3152, 4170 & 4175

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