Business and Noninstructional Operations

TRAVEL EXPENSES

Reimbursable Expenses

The following guidelines apply to the reimbursement or advance cash payments for travel and other expenses for authorized attendance at conferences, workshops, meetings, classroom/school visitations, and other professional growth activities.

1. All requests for professional leaves for attending conferences, workshops, and meetings that relate to employees' assignments which exceed two thousand, five hundred dollars ($2,500) of total anticipated costs and out-of-state conferences, must be approved by the Governing Board prior to attending. In case of an emergency, the Superintendent may approve employees' conference and related costs.
2. The Board agenda item shall indicate as a minimum the following information:
    a. Name of employee
    b. Event to be attended
    c. Location of event
    d. Dates of attendance
    e. Total anticipated cost of expenses including travel expenses, registration fees, lodging, meals, parking fees, and miscellaneous expenses of any type and
    f. Funding source
3. A Travel Request and Authorization for Cash Advance must be completed and submitted to the appropriate site and District office administrator for approval prior to attending any conference, workshop or meeting.
4. Staff members attending conferences in the local area (within San Diego County) should not plan for meals and lodging for the conference. If there is a particular need for a person to stay at a local conference, prior approval must be obtained from the Superintendent or his/her designee.

TRAVEL EXPENSES (continued)

Reimbursable Expenses

IMPORTANT: The District may charge a thirty-five ($35) dollar processing fee to the location identified on the cash advance request if it is cancelled subsequent to the warrant being prepared and processed. Should a cancellation be caused by circumstance beyond the attendee's control, a written explanation signed by the employee's direct supervisor must be submitted to the accounting department, and the processing fee may be waived.

1. All personnel and Board members to whom this policy applies may apply for advance cash expense allowances by completing the Travel Authorization Form. No cash advance payments will be issued for less than seventy-five ($75) dollars. Advances must be approved by the Superintendent or his/her designee. Advances may provide reasonable and necessary expenses for registration fees, lodging (hotel), meals, airfare, shuttle, taxi, train, mileage, parking, rental car and other related expenses. A cash advance will not be authorized for any employee with an outstanding/unreconciled advanced cash. Fifteen (15) working days are required to process requests for Advance Cash. Advance cash will not be issued more than sixty (60) days prior to the conference.

2. Expenses for lodging need to be maintained at a reasonable cost and consistent with prevailing rates in the area of travel. Care should be taken to avoid excessively high costs. Higher daily rates for lodging accommodations may be considered in lieu of low-cost lodging which requires daily additional fees such as transportation to/from conference location, parking, toll roads, etc. Exceptions to the above can be granted with prior authorization from the Superintendent or his/her designee.

3. Expenses for meals shall be reimbursed at the District's standard rate of eighty-one ($81) dollars per day for a twenty-four hour period for overnight travel. No public funds may be expended on the purchase of alcoholic or tobacco products. Employees may be reimbursed towards meal allowance up to 20% for the cost of gratuities or tips.

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TRAVEL EXPENSES (continued)

Reimbursable Expenses

Reimbursement for any fraction of the day will be limited to the following amounts:

A. Breakfast: Twenty-Two ($22) dollars
B. Lunch: Twenty-Three ($23) dollars
C. Dinner: Thirty-Six ($36) dollars

Daily meal allowance is allowable according to the following time guidelines:

Entering travel status by departing:

1. 8am or before for breakfast
2. Before 12pm for lunch
3. Before 6pm for dinner

Coming off travel status by returning:
1. After 10am for breakfast
2. After 2pm for lunch
3. After 6pm for dinner

Fixed price meals at banquets, luncheon meetings, or meals included as part of the registration fee may exceed the amount established for the specific meals.

4. The transportation allowance will be based on coach fare by plane, unless a higher fare is needed due to an Americans with Disabilities Act accommodation or other extraordinary circumstance, as determined and approved by the superintendent or his/her designee.

5. In order to be eligible for reimbursement for use of personal automobile for conference/meeting attendance purposes, such use shall have prior authorization by the Superintendent or his/her designee. The employee is required by California Vehicles Code to have minimum liability insurance and may be required by the District to produce evidence of such insurance.

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TRAVEL EXPENSES (continued)

Reimbursable Expenses

6. When mileage reimbursement for the use of a personal vehicle is authorized, the District will reimburse at the prevailing Internal Revenue Service mileage rate at the time the mileage expense is incurred, except that such travel allowance shall not exceed the cost of the prevailing round trip economy airfare rate. The employee shall claim the mileage difference between the normal commute of his/her regularly assigned workplace when driving to or from home to a conference. If the mileage is less than the distance to work, then the employee may not claim the mileage. The employee may only claim the difference if it is greater.

7. Final/Claim Reconciliation of Advance Cash

   Employees must account for all actual and necessary expenses on the Reconciliation/Final Claim form. Receipts are required for lodging, registration, transportation (if other than by automobile), and all other expenses incurred for the conference. It shall be the employee's responsibility to produce receipts and other evidence in order for the claim to be approved. The following will be accepted as a valid proof of expenditure of receipt:

   1) Lodging – itemized hotel invoice.

   2) Registration - canceled check (front and back) or notice of confirmation with registration amount clearly identified.

   3) Meals - itemized receipts must be submitted for all meals.

   4) Transportation - airline ticket receipt, bus/shuttle/taxi receipt, train receipt, and/or statement of miles driven.

   5) All other - receipts such as parking receipt.

Business and Noninstructional Operations

TRAVEL EXPENSES (continued)

Reimbursable Expenses

Claims for reimbursement should be submitted through the principal or appropriate supervising administrator to the accounting department for approval. Actual costs which exceed the prior approved anticipated costs by more than one hundred dollars ($100) will be subject to approval by the Governing Board before final payment can be made to the employee.

Completed Final Claims/Reconciliations of Advance Cash forms, are due no later than ten (10) calendar days after completion of the activity. Failure to submit reconciled advance cash within ten (10) calendar days after completion of the activity will result in future cash advances to be denied until outstanding reconciliations are completed and cleared.