

BOARD POLICY 7400 TRAVEL

Members of the Board of Trustees and employees are authorized to travel to attend conferences, meetings, and other activities outside the boundaries of the district that are appropriate to the functions of the District provided such attendance is authorized in advance by the Chancellor. Out of state and international travel also requires advance approval of the Board of Trustees. The Chancellor is delegated the authority to approve out of state and international travel if the Chancellor determines that the trip is imperative and could not have been anticipated sufficiently in advance for Board prior approval. All travel must be ratified by the Board of Trustees. Every travel authorization in excess of \$500 will be listed in the posted Board Agenda.

Actual and necessary authorized, documented expenses may be reimbursed, but will not exceed the per diem rates for lodging, meals, and incidentals established for the current year by the U.S. General Services Administration for the area visited.

The Chancellor shall establish regulations and administrative procedures regarding travel. The procedures shall include the documentation of the value of the travel to the district, authorized expenses, advance of funds, and reimbursement.

Reference:

- Education Code Section 87302
- Administrative Procedure 7400 Travel

Replaces:

- Board Policy 6.39 Conference/Professional Development and Travel adopted April 23, 1991 and last revised May 14, 2002
- Board Policy 6.39A Policy on International Travel for Members of the Board of Trustees adopted November 13, 2001
- Board Policy 6.39B Policy on International Travel for Employees of the Peralta Community College District adopted May 14, 2002

Draft September 6, 2002

Policy 6.39 Conference/Professional Development and Travel**POLICY:**

It is the policy of the District to reimburse, to the extent possible within financial restraints and District guidelines, expenses incurred by employees and Trustees for travel, conferences, and meetings of professional and educational organizations and associations. It is the position of the District that the training gained by participation in such activities can contribute significantly to personal job performance and to the quality of the educational mission of the district. Per diem will be periodically reviewed by the administration and Trustees.

PROCEDURES:**A. Employees**

District employees performing District services, regardless of funding source, shall be reimbursed as provided by the Education Code and District procedures for authorized expenses incurred in the following categories:

1. Required Travel

A District employee who is required by an appropriate District or College administrator to attend meetings, or to transact any District business outside the District, shall be reimbursed for all necessary expenses in accordance with District administrative procedures.

2. Other Conference Travel

a. A District employee may be authorized, without loss of salary and with reimbursement for all or a portion of necessary expenses, to attend conferences, meetings, or workshops called by other than the Peralta Community College District. Such conference or meeting attendance and travel must be authorized by the appropriate administrator and the Chancellor when it has been determined that the District will benefit by such attendance.

b. Employees who hold elected or appointed positions in recognized educational and professional organizations or participate on review panels and advisory bodies of external organizations, agencies, and associations, may be authorized to attend regional, state or national conferences, without loss of salary and with reimbursement for all or a portion of necessary expenses. Such conference or meeting attendance and travel must be authorized by the appropriate administrator and the Chancellor when it has been determined that the District will benefit by such attendance.

3. Mileage for Travel

Use of an employee's car in connection with travel necessary in the normal course of the employee's duties, may be authorized in accordance with District administrative procedures. (Travel in which a round trip is equal to or less than two hundred miles shall be considered local travel).

4. Out-of-State Travel

All out-of-state travel by District employees must be approved by the Chancellor. Reimbursement will be authorized for all or a portion of expenses in accordance with District administrative procedures.

5. In-Service Training

- a. Regular employees may be authorized by the College President and the Chancellor, to attend, at District expense, training programs designed specifically upgrade their skills and knowledge of new technology and/or methodology that will benefit the District. (This in-service training shall not be used as a basis for salary advancement).
- b. Eligible programs shall include, but not be limited to, seminars, training institutes or specific training courses, conducted by recognized professional institutions, organizations, or associations. .
- c. In accordance with District procedures, reimbursement will be made upon successful completion of the approved training.
- d. Reimbursement shall not be allowed for any employee who is receiving training and is eligible for reimbursement by any other government agency, organization, or association, in accordance with the Education Code.

6. Authorized Expenses

- a. Reimbursement for travel and participation in meetings and conferences shall conform with District rules and regulations covering organizational membership, required travel, and other conferences.
- b. Only actual and necessary traveling expenses will be allowed for transportation, lodging, meals, registration fees, and ordinary and customary gratuities, and other authorized expenses in accordance with District administrative procedures. This does not include alcoholic beverages, according to Board Policy 6.40.

Students

1. Students may be reimbursed from District funds to the extent authorized by the Education Code for expenses incurred in the following categories:
 - a. Participation in co-curricular activities or events as authorized and defined by the Education Code, provided that such activity or event:
 - (1) Is approved by the appropriate administrator.
 - (2) Is an extension of classroom instruction or related College program.
 - b. Participation in other events where student attendance is required may be authorized by the appropriate District administrator if it has been determined that the District and students will benefit by such attendance.
 - c. Participation by students as members of an athletic team in athletic events at a place other than the Peralta Community College District, as authorized by the Education Code.
 - d. Participation in activities or events supported in full or in part by external funding which are conducted within the framework of the purposes and guidelines established for the program, and are approved by the College President.

Authorized Expenses

- a. Reimbursement for co-curricular activity expenses shall be limited to lodging, transportation, and conference fees, in accordance with District administrative procedures.
- b. Reimbursement for athletic activity expenses will include lodging, meals, entry fees, and transportation, in accordance with District administrative procedures.
- c. Reimbursement for expense of student representatives at selected conferences may be authorized by the College President and/or Chancellor in accordance with District administrative procedures.
- d. Social events and awards intended to recognize the achievements of student athletes shall be funded, to the extent possible, from gate receipts, contributions, und-raising activities, and the individual payment by participants in such events. Other District funds may be used supplementally if approved by the College President and Chancellor.

C. Chancellor and Board of Trustees

1. The President of the Board of Trustees will encourage Board representation at regularly-scheduled conferences of associations in which the Peralta Community College District maintains membership.
2. The Board's travel will be subject to review and approval by the Chancellor or designee.

International travel is addressed in Board Policy 6.39-A.

D. Other than Trustees, Employees or Students

1. Travel, conference attendance, or mileage for other than Trustees, employees or students shall be authorized by the appropriate District or College administrator only when conducted within the purposes of externally-funded projects and in accordance with District administrative procedures.
2. When a candidate for the positions of Chancellor, Sr. Vice Chancellor or College President is requested by the District to travel to the District for an interview or examination prior to possible employment, the District may reimburse the candidate for expenses necessarily incurred in traveling from his/her residence to the interview or examination. Reimbursements for such expense must be authorized in advance on a case-by-case basis by the Chancellor.

E. Vehicle Insurance

No officer or employee shall engage in any travel in connection with the performance of official business for the District in a privately owned vehicle, either his/her own or that belonging to another, unless the same is insured in such a manner to comply with the provisions of general state law, in an amount sufficient to meet the California State Financial Responsibility Law, as found in the Motor Vehicle Code, Section 16056(a). These amounts are:

Limit \$15,000	bodily injury one person
Limit \$30,000	bodily injury two or more persons
Limit \$5,000	property damage

(The Procedures section of this manual contains guidelines for implementation of this policy.)

ADMINISTRATIVE PROCEDURE 7400

TRAVEL AUTHORIZATION

The Chancellor directs that the following travel authorization regulations apply to the Peralta Community College District.

- I. **Travel Purposes:** The District recognizes the following purposes of travel, each of which requires authorization and documentation of participation before processing and/or reimbursement can occur.
 - A. **Institutional Travel:** The objective of institutional travel is to attend meetings with Federal, State, or local agencies; to meet with elected officials; to consult with colleagues at other institutions for such purposes as curriculum planning, administrative practices, student services, and community college funding; and to serve on an accreditation team.
 - B. **Professional Travel:** The objective of professional travel is to permit participation in activities of organizations whose primary purpose is advancing the legitimate and constructive cause of community college education in the State of California. Such organizations include, but are not limited to:
 - Academic Senate of the California Community Colleges
 - American Association of Community and Junior Colleges
 - California Association of School Business Officials
 - California Community College Trustees
 - California School Boards Association
 - National Association of Colleges
 - Other Community Colleges/Districts
 - C. **Instructional Travel:** The objective of instructional travel is to encourage faculty and staff to keep abreast of new knowledge and new techniques in their areas of responsibility.
 - D. **International Education.** International travel is appropriate in order to develop or implement an international education program. Tax revenue shall not provide the funding for such travel.
 - E. **Recruitment of Out of State or International Students.** Out of state or international travel is appropriate in order to recruit out of state or international students to attend Peralta Community College District. The funding for such travel is to be provided by revenue generated by out of state or foreign student tuition.
- II. **Applicability:** This regulation applies to all Academic and Classified employees of the District. Members of the Board of Trustees are considered employees of the District for purposes of this regulation. This regulation does not apply to:
 - A. **Students or student employees.** Students shall follow procedures developed for student travel.
 - B. **Consultants and contractors.** Travel expenses incurred by a consultant or contractor are reimbursable only if such expense is specified as part of the consultant/contractor's contract with the District and submitted to the District via an invoice as a contractual expense.

III. **Authorized Activities:** For purposes of this regulation, off-campus travel is defined as attendance and participation at meetings, conferences, conventions, commissions, in-service training, and other groups whose principal business includes community college instruction and/or support functions or the advancement of the discipline or professional area in which the employee normally teaches or works. Off-campus travel does not include:

- A. Meetings that pay a salary, expenses, or honorarium to the employee as a participant.
- B. Meetings which are lobbying or legislative in nature without the prior approval of the Chancellor.
- C. Meetings of professional or other organizations whose interest are outside the scope of the employee's normal work assignment.
- D. Special interest meetings outside the scope of the employee's normal work assignment.

IV. **Travel Categories:** The District may authorize and reimburse travel for Peralta Community College District business-related expenses incurred as follows:

- A. **Mileage, Tolls and Parking Reimbursement:** Employees authorized to use a personal vehicle in the performance of their assigned workday duties are eligible for reimbursement for mileage and parking fees incurred while on District business. All expense claims requested for reimbursement shall be substantiated and submitted on the District's approved form. Employees receiving a monthly travel stipend shall not be eligible for mileage, tolls, and parking reimbursement of travel expenses for distances up to 30 miles one way or 60 miles round trip.
 - 1. **Multiple Work Locations:** Work related travel between two or more district locations in a single day is reimbursable.
 - 2. **Direct Surface Route:** Mileage is reimbursable on the basis of a commonly-used direct surface route, e.g. "Google Maps". The district cannot reimburse for extra miles logged due to a "roundabout" or other preferred route.
 - 3. **Parking and Toll Fees:** Parking, Toll and other related fees are reimbursable when the expense is substantiated.
 - 4. **Call-Back Mileage:** In the event an employee is off-duty and called back to work by a supervisor, the employee may be paid for all mileage traveled in connection with that event or as specified in an applicable collective bargaining agreement.
 - 5. **Not Reimbursable:** Employees shall not receive reimbursement for the following:
 - a. Miles to and from the work location to their personal residence. If, at the start or end of the work day, the employee is required to travel on district business to a destination that is farther from the work location than the normal commute, only the excess miles are reimbursable.
 - b. Gas purchases are not reimbursable because the reimbursement rate includes fuel expenses.
 - c. Damage or theft to an employee's vehicle or items kept within the vehicle. A portion of the reimbursement rate is intended to defray the individual insurance costs.
- B. **Conference Attendance:** Trips requiring overnight absences, payment of a participant fee, and/or reimbursement for employee incurred actual and necessary expenses shall be requested prior to the employee's attendance and participation. All conference attendance must be requested and approved prior to the employee's participation using the District's approved Form 7400. All expense claims requested for reimbursement shall be on the District's approved Form 7400.

V. Conference Attendance

- A. **Approval Processing Requirements:** When requesting off-campus travel, prior approval is required on the district's official "Travel Request Form" to ensure the activity is related to District business, adequate funding is budgeted in an appropriate line-item, and minimal interruption to District

programs and operations occur. When appropriate, substitutes may be arranged. Since employees are expected to "shop" well in advance for reasonable prices, an approval may withhold full reimbursement if prices are found to be above the norm. Approval may also withhold full reimbursement in order to conserve limited budget funds. Signatures are required as follows:

1. The employee's President or Vice-Chancellor must approve all travel requests as confirmation the trip and related expenditures are appropriate for District business prior to the trip.
 2. The administrator overseeing the charge account must approve the expenditure of funds and the Business Officer must confirm that the funds are available. Additional signatures are required as follows:
 - a. The Chancellor's approval is also required in advance of the trip. The Board of Trustees approval is required for the Chancellor's or Board of Trustees' travel in advance if possible. If the Board member or the Chancellor did not know of the trip in time for advance approval, then Board ratification is permitted.
 - b. Travel must be approved or ratified by the Board of Trustees before an advance payment or reimbursement of expenses can be made.
 - c. No travel advance funds or reimbursements can be processed without all the required approvals listed above.
- B. **Conference Location Reimbursement Limitation:** If a conference destination is within the boundaries of Peralta Community College District, the only conference expenses eligible for reimbursement are mileage and the payment of a registration/participant fee. Employees receiving a monthly travel stipend are not eligible for mileage or parking reimbursement of less than 30 miles one way or 60 miles round-trip.
- C. **Internal Revenue Services (IRS) Regulations:** Employers are required to track the amount of expense reimbursement allowances paid to employees. Amounts employers pay employees to reimburse for substantiated business expenses are not generally subject to income tax or employment tax. Reimbursements can be subject to such taxes if the employer pays an amount in excess of the federal per diem rate and the employee does not return unsubstantiated expenses covered by the per diem rate to the employer. (IRS Publication 1542). It is district policy not to reimburse at a rate that would require the payment of income taxes.
- D. **Advance Payment.** An employee may request the Finance Office to pay 80% of approved estimated expenses (less the registration fee) in advance if an approved Conference Request (Form 7400) and required documentation is submitted to the Finance Office in time for Board of Trustees authorization. If, upon submitting a final expenses claim, actual expenses are less than the 80% advanced, the employee must repay to the district the part of the advance in excess of expenses. No new travel requests will be approved if there is an outstanding balance. If an employee does not respond to a Finance Office request for repayment within 30 calendar days, no future advances to the employee will be made.
- E. **Per Diem Allowance and Rates** is the maximum daily allowance for lodging (excluding taxes), meals, and incidentals paid to employees attending activities under the District's conference attendance. Per Diem allowances and rates shall reflect those items and rates adopted by the United State General Services Administration (www.gsa.gov) or the Department of State and must be substantiated through receipts or other conference documentation (except for up to \$25/day for incidentals) as to the dates, prices and location. Table AP 7400-1, Per Diem Allowance Requirements, summarizes the overall per diem concept.

- F. **Other than Per Diem Expenses:** Expenses for expenditures classified as other than per diem expenses are reimbursed after the conclusion of travel upon the submission of the required District form and must be validated with receipts before reimbursement can be processed.

D a t e t m e 1 2 1

**TABLE AP 7400-1
PER DIEM ALLOWANCE REQUIREMENTS ¹**

The per diem allowance (also referred to as subsistence allowance) is a daily payment instead of for actual expenses up to the limit established by the federal government for lodging, meals, and related incidental expenses. The per diem allowance is separate from transportation expenses and other miscellaneous expenses. The per diem allowance covers all charges and services, including any service charges where applicable. Lodging taxes in the United States are excluded from the per diem allowance and are reimbursed as a miscellaneous expense. In foreign locations, lodging taxes are part of the per diem allowance and are not a miscellaneous expense. The per diem allowance covers the following:

- (a) **Lodging.** Includes expenses, except lodging taxes in the United States, for overnight sleeping facilities, baths, personal use of the room during daytime, telephone access fee, and service charges for fans, air conditioners, heaters and fireplace fires furnished in the room when such charges are not included in the room rate.
- (b) **Meals.** Expenses for breakfast, lunch, dinner and related tips and taxes (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons).
- (c) **Incidental Expenses (Miscellaneous Expenses).** All expenses for tips, travel/parking for meals, public transit fees, business-related communication and computer-use charges (phone, fax, copying, email, etc.), service charges, and vending machine purchases are covered through the per diem rate.

Place of public accommodation—Any inn, hotel, or other establishment within a State that provides lodging to transient guests, excluding:

- (a) An establishment owned by the government;
- (b) An establishment treated as an apartment building by State or local law or regulation; or
- (c) An establishment containing not more than 5 rooms for rent or hire that is also occupied as a residence by the proprietor of that establishment.

¹ Based on United States General Services Administration Federal Travel Regulation 300-3.1 available from www.gsa.gov

G. District Implementation: When implementing Per Diem Allowances and Non Per Diem Reimbursement, the following shall apply:

1. Registration Fees (Non Per Diem Pre-Paid Expense)

- a. Registration fees charged in connection with approved attendance at conferences, conventions, seminars, and training sessions may be processed as a direct payment to the conference sponsor via the Finance Office.
- b. The registration fee may include a daily stipend for meals and/or other expenses which should not be separately claimed as a per diem expense. The conference program listing the provided meals should be submitted.
- c. A copy of the event's brochure or announcement showing sponsor, event purpose, dates and times, event location, and applicable fees may be used to substantiate the event's purpose and employee's attendance.

2. Lodging (Per Diem Allowance)

- a. Allow lodging as an allowable per diem expense when the nature of the travel requires the employee to be absent overnight from his/her established residence and the destination is outside the District boundaries
- b. Calculate lodging separately for each employee when employee's share lodging.
- c. Limit the Per Diem allowance to the single occupancy rate when the employee shares lodging facilities with a non-District person.
- d. Reimburse for lodging taxes whenever such taxes increase lodging costs to an amount greater than the per diem lodging rate.
- e. Lodging expenses are substantiated via a copy of the "hotel" bill.
- f. Full lodging per diem rates are allowed for up to one day before the conference and one day after the conference, if warranted by the schedule of the conference. However, meals and incidentals are limited to 75% of per diem rates for the first and last day of travel per section 3.b below.

3. Meals (Per Diem Allowance)

- a. Allow the Per Diem allowance only for employees when the meal is associated with an approved conference attendance. Social events unrelated to the functions of the District are not reimbursable. Alcohol is not reimbursable.
- b. Set the first and last travel day Per Diem allowance at 75 percent (75%) total Meal and Incidental Expense Rate (M&IE) per Internal Revenue Service (IRS) regulations.
- c. When applicable, use the meal amount stated in the registration fee of a meeting, conference, or other activity as part of the per diem allowance.
- d. Include tips in the Per Diem allowance.
- e. Meals are to be substantiated by a receipt. If a meal or tip is not substantiated by a receipt, it may be claimed as a portion of the \$25/day undocumented allowance under incidental expenses.

4. Incidentals (Per Diem Allowance)

- a. Reimburse employees for reasonable expenses incidental to travel and/or miscellaneous expenses essential to District business. Receipts and/or other documentation are not required for incidental expenses of less than \$25/day.
- b. Include the expenses enumerated below as part of the Per Diem allowance which do not need to be documented provided they do not exceed \$25/day:
 - Telephone, fax, internet access, email, etc.
 - Minor supplies, postage, and reproduction costs.
 - Porter service where charged as a specified fee.
 - Tips.
 - Laundry and valet expenses when employee's absence from regular service extends beyond five (5) nights.

- Other miscellaneous items directly related to District business.

5. **Transportation** (*Non Per Diem Direct Pay Expense and/or Reimbursable Expense*)

- a. **Air / Rail Travel:** The employee purchases their tickets directly and submits for reimbursement as an expense claim. Fares must be at the lowest possible rate, e.g., economy, coach, etc. Upgrades are not reimbursable. If an employee wishes to upgrade, it is done at the employee's expense. Baggage charges may be reimbursed subsequent to the trip with the submission of receipts. Employees are expected to "shop" well in advance and be sensitive to pricing. Management may withhold approval of full reimbursement if air travel prices are above the norm.
- b. **Personal Airplane Use:** In the event an employee desires to use his/her personal airplane, Chancellor approval is required. Reimbursement shall not exceed the economy coach rate for public carriers.
- c. **Personal Vehicle:** A personal vehicle is approved for travel. The lesser of mileage or air fare is reimbursed regardless of what mode of transportation is used.
- d. **Taxi and Shuttle Services:** When an employee is on an approved conference, taxi, bus, rail, and shuttle services are the preferred transportation mode to and from the airport. A receipt is required for reimbursement unless claimed as an incidental expense. Employees should also explore the use of public transit, such as by bus, train, or BART.
- e. **Rental Cars:** Employees on approved conferences outside of Alameda County may be authorized to rent a car when the cost of transportation is greater than the cost of other transportation modes, e.g., taxi, airport limousine, shuttle, multiple employees traveling together, etc.
 - 1) Employees are to rent the car in their name, not the District's name.
 - 2) Reimbursable rental charges are limited to a compact or standard size car. If the employee wishes an upgrade, he/she may do so providing at his/her own expense.
 - 3) Rental charges should be at the best promotional rate and/or net of any discounts.
 - 4) Gasoline for rental car use is reimbursable with proper documentation, e.g., rental agreement requirement and receipt(s).
 - 5) Peralta Community College District has insurance for vehicles rented for district business. Therefore, there is no reimbursement for insurance purchases as part of a car rental contract.

Parking and Related Fees

- 1) Metered or any other parking fee, or a toll fee, is reimbursable when receipts are provided as a part of a conference claim. If receipts are not available, these fees could be considered covered as part of the incidentals allowance.
- 2) **Airport / Rail Station Parking:** Parking fees for leaving an employee's personal vehicle at the airport / train station is reimbursable at the shuttle/long term parking lot rate. If the travel is for an extended period of time, an airport shuttle to/from the employee's home is reimbursable if the shuttle cost is less than parking cost.

- 3) **Related Fees:** Toll, bridge, and other related fees are reimbursable if a receipt is provided. If a receipt is not provided, the expense would be considered part of undocumented incidental expenses.

6. Table AP 6.39-2, Allowable Conference Expenses, below, identifies allowable and not allowable expenses.

VI. Personnel Considerations

- A. **Leave of Absence:** When a leave of absence of any kind is taken by an employee while on travel status, the exact date and hour of departure and return to duty shall be shown on the reimbursement claim. No expense of any kind will be allowed for time in a leave of absence status.
- B. **Salary-Status:** An employee authorized to attend a conference, is considered to be in regular status for the duration of the conference.
- C. Disregard for District travel policy, regulations, and procedures and/or altering receipts can result in disciplinary action.
- D. **Overtime:** Overtime is not permitted unless expressly authorized in advance by the Chancellor.

VII. Operating Procedures

The Vice-Chancellor for Finance shall establish the Form 7400 and instructions to implement this administrative procedure.

Expense

**TABLE AP 7400-2
ALLOWABLE CONFERENCE EXPENSES**

<p>PER DIEM¹ <i>(Allowance Rate)</i></p>	<p>OTHER THAN PER DIEM² <i>Receipts required: (Reimbursable)</i></p>	<p>NOT ALLOWED <i>(Not Reimbursable)</i></p>
<p>Lodging</p>	<p>Lodging taxes to the extent such taxes increase lodging cost to an amount greater than the per diem lodging rate.</p>	<ul style="list-style-type: none"> • Additional lodging costs resulting from additional travel time for the employee's convenience. • Lodging furnished by non-commercial or other means, e.g., staying with family/friends living in the conference area. • Mini-bar charges
<p>Meals</p>	<p></p>	<ul style="list-style-type: none"> • Meals consumed while enroute to / from the conference. • Alcoholic beverages and/or other intoxicating spirits. • Cost of meals furnished by non-commercial or other means, e.g., family and/or friends.
<p>Incidental Expenses</p>	<p>Miscellaneous Expenses</p>	<p>Other Not Reimbursable Expenses</p>
<ul style="list-style-type: none"> • Telephone, fax, and/or other electronic communication methods. • Minor supplies, postage, and reproduction costs • Porter service where charged as a specified fee • Laundry and valet expenses when employee's absence from regular service extends beyond five (5) nights unless necessitated by an accident during the event. • Other miscellaneous items directly related to District business for which no receipt is available. i.e. metered parking, bridge fees, bus fare, etc. 	<ul style="list-style-type: none"> • Personal vehicle mileage • Air, rail, or bus fare to conference destination if receipted. • Airport parking • Vehicle rental/gas • Taxi and shuttle service including tip. • Registration fee. • Training fees. 	<ul style="list-style-type: none"> • Gasoline purchases associated with personal vehicle use. • Avoidable "no-show" charges for hotel or car service. • Upgrade fees. • Excess baggage fees. • Lost baggage. • Transportation to / from places of entertainment and similar facilities. • Conference-arranged leisure tours or personal side-trip expenses. • Traffic or parking citation while using a district or private vehicle • Entertainment expenses, radio or television rental, and other items of a similar nature. • Individual membership dues or fees, e.g., airline clubs, gyms, etc. • Personal telephone calls and other expenses of a personal nature. • Loss / theft of personal property • Gifts.
<p>¹ Per diem rates combine lodging, meals, and incidental expenses for primary destinations. Receipts for less than \$25/day are not required.</p> <p>² Expenses may not exceed amount authorized on Form 7400A, Travel Request .</p>		



Peralta Community College District

333 East 8th St., Oakland, CA 94606

TRAVEL REQUEST AND EXPENSE CLAIM

Part 1: Travel Request (Complete and submit before attending conference.)

Please type or print and ensure all information is provided as omissions can delay processing.

Employee Name	Job Title	Office / Department	Location	Day Phone Number

Conference Name (Attach conference announcement, brochure, or other descriptive document.)

City	State	Conference Dates (Inclusive)	Opening	Closing	Travel Dates (See instructions tab)	Depart	Return

Purpose Identify anticipated value to the District which will be derived from attendance.

Estimated Expenses

Identify all anticipated expenses for this conference. Claim may be less than estimate but cannot exceed estimate amount.

- Total lodging, meals & incidentals cannot exceed the total per diem rate for the destination. Incidentals cannot exceed \$25/day and do not require receipts. See instructions for additional details and restrictions.
- Use "Google Maps" to determine mileage. Personal vehicle travel cannot exceed economy airfare.

Section A. Daily Per Diem Limits (Maximum Expenses Per Day)				Section B. Total Conference Days	
See Per Diem Rates Tab	Lodging	Meals & Incidentals	Total \$ (Per Day)	See Instructions Tab	Days
			\$0		

Section C. Total Estimated Expenditures for Conference

Category	Lodging	Meals & Incidentals	Registration	Travel (Air/Train)	Mileage	Car Rental	Taxi / Shuttle	Parking / Tolls	Estimated Amounts
Estimated Per Diem	\$0	\$0							\$0
Non- Per Diem									\$0
Total (Not to Exceed Amount):									\$0

Funding

Source	Coding	Loc	Fund	Cost Center	Object	Program	Activity Suffix	Proj	Line	Cost Center Manager Approval / Date
Registration					5205					
Non-Local					5202					
Local					5203					
Membership					5301					

Advance Payment Request

- Must be submitted with designated approvals 15 days prior to event.
- Advance payments are limited to registration plus 80% of the employee's remaining expenses.

Category	Payee on Check	Requisition Number	Amount
Registration			
Employee			

Signatures and Approvals

Employee / Date	Supervisor / Date	President's Signature / Date
Business Officer / Date	Chancellor / Date	Out of State Travel: Board of Trustees Approval Date



Peralta Community College District

333 East 8th St., Oakland, CA 94606

TRAVEL REQUEST AND EXPENSE CLAIM

Part 2: Expense Claim (Complete and submit after attending conference.)

Please type or print and ensure all information is provided as omissions can delay processing.

Employee Name	Job Title	Office / Department	Location	Day Phone Number

Conference Name (Attach conference announcement, brochure, or other descriptive document.)

City	State	Conference Dates (Inclusive)	Opening	Closing	Travel Dates (Inclusive)	Depart	Return

- * Claim cannot exceed amounts authorized on page 1, Expense Request.
- * Receipts, when required, must be attached to Expense Claim when submitted for processing.
- * If balance is a negative and employee received an advance, employee must repay part of advance.

Date →											Amount Claimed
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Per Diem Expenses (Receipts Required)

Lodging											
Meals											

Per Diem Incidentals (Receipts not required) Limited to \$25.00 per day for all expenditures.)

Incidentals											
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Per Diem Reconciliation

Per Diem Limit											
Total Expenses											
Claim*											

*Claim is limited each day to the Per Diem Limit for the total of Lodging, Meals, & Incidental expenses. **Sub-Total:**

Non-Per Diem Expenses (Receipts Required) - If expense not on list below, use "Incidentals" category.

Fees											
* Registration											
* Membership											

Travel (Commercial travel to conference location.)

* Air Fare											
* Car Rental											
* Train / Bus											
* Taxi/Shuttle											
* Parking/Tolls											

Personal Vehicle*	Total Miles:		Mileage Rate:	\$0.50							
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*Personal Vehicle cost cannot exceed normal air fare; miles computed from the shorter of work or home. **Sub-Total:**

Employees receiving a travel stipend may not claim mileage or parking for a trip of 60 miles or less.

Advanced Payments Processed

Registration	Requisition No:		Amount:								
Employee	Requisition No:		Amount:								
Sub-Total:											

Signatures and Approvals

<table border="1"> <tr> <td>Employee / Date</td> <td>Supervisor / Date</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td>President / Date</td> <td>Business Officer / Date</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td>Chancellor / Date</td> <td> </td> </tr> </table>				Employee / Date	Supervisor / Date			President / Date	Business Officer / Date			Chancellor / Date		Expense Claim Total:	
				Employee / Date	Supervisor / Date										
				President / Date	Business Officer / Date										
Chancellor / Date															
Not to Exceed Amount:															
Total Claim Allowed:															
Less Advance Payments:															
Balance:															
<table border="1"> <tr> <td colspan="2">Board Ratification Date</td> </tr> <tr> <td colspan="2"> </td> </tr> </table>				Board Ratification Date											
				Board Ratification Date											

Travel Request and Expense Claim
Part 1: Instructions -Travel Request Form Completion

General Instructions

1. The Travel Request and Expense Claim form is a two-part form completed and submitted as follows:
 - The first part--Travel Request--is completed and submitted for approval prior to the employee's attending a conference. A copy of the conference announcement is to be attached to this form upon submission for processing.
 - The second part--Expense Claim--is submitted after the employee attends an approved conference. Required receipts are to be attached to this form when submitted for processing.
2. The form is developed using an Excel Workbook. Each part of the form is a separate tab.
 - Workbook tabs are linked together to allow designated data in Part 1, Travel Request, to automatically complete corresponding fields in Part 2, Expense Claim.
3. As information is typed into each form, data displays on the screen in one of two colors. Each color reflects how the data is entered into the worksheet.
 - **Blue Font:** Information typed directly by the employee.
 - **Black Font:** Information calculated by formulas based on District policy and regulations.
4. Save a copy of the workbook posted on the District's website to your local computer after completing Part 1, Travel Request form so that you will have Part 2, the Expense Claim ready when it is needed.
5. Print each completed form when it is required for processing, e.g., Travel Request before attending the event and Expense Claim after attending the event.

Travel Request Form Completion Instructions

- **Employee Name:** The specific employee (traveler) requesting to attend a conference.
- **Job Title:** The employer's officially assigned job title. Employees with more than one assignment should identify their primary (regular) assignment.
Example: Full-Time Instructor with Adjunct Instructor Assignment = Instructor
- **Office / Department:** The official name of the department where the employee is assigned.
- **Location:** The college or division where the traveler works.
- **Phone Number:** A phone number where the employer can be reached if a question arises during processing.
- **Conference Summary**
 - **Conference Name:** The name of the conference as shown on the official announcement.
 - **City / State:** The city and state where the conference is being held and the employee is traveling to.
 When an event is offered in more than one location, employees are expected to attend the location that is the most economical for the District.
 - **Conference Dates:** The official dates of the conference that reflect when the employee will be absent from work.
 Conference dates are a variable used to calculate allowable expenses.
 - **Travel Dates:** The dates when the employee is traveling to and from the conference.
 - Travel dates may be one business day before and/or after the listed conference dates or within the conference date period.
 - Travel dates are a variable used to calculate allowable expenses.
 - **Purpose:** Briefly explain how this conference will benefit the district, e.g., help you do your job.
- **Estimated Expenses:** The three parts of this section are used to calculate estimated expenses.

Section A: Daily Per Diem Limits

- Use Per Diem Rate tab to determine maximum allowable rates.
- Expenses incurred on non-conference days and/or for individual(s) accompanying the employee are the responsibility of the employee and are not to be submitted to the District for processing.
- **Lodging:** Type amount shown on Per Diem Rates tab, or if applicable, the GSA website for destination closest to the conference location.
- **Meals & Incidentals:** Type amount shown on Per Diem Rates tab, or if applicable, the GSA website for destination closest to the conference location.

Section B: Total Conference Days

- The total number of conference and travel days. This number is used to calculate total estimated expenses.

Section C: Total Estimated Expenditures for Conference

All anticipated expenses associated with the event must be identified. Actual expenses may be less, but may not be greater than the estimate. Estimates are entered as follows:

- **Estimated Per Diem:** These expenditures are automatically calculated based on the estimates typed for:
Lodging • Meals and Incidentals • Total Conference Days
- **Non-Per Diem:** Type the estimated amount for each category of expense in the appropriate column.
 If no expenses are anticipated in a given category, type a zero (0).

Travel Request and Expense Claim

Part 1: Instructions -Travel Request Form Completion

Funding
<ul style="list-style-type: none">• Source of Funding: Identify the program title where the funds are budgeted.• Identify the specific account code where the funds are budgeted.• Cost Center Manager Approval / Date: Obtain the original signature of the manager responsible for the account. In the event the designate manager is absent due to vacation, illness, etc., the next higher level manager is an acceptable alternative.
Advance Payment Request
<ul style="list-style-type: none">• Review advance payment limitations and submission timeline before completing this section. Submissions received less than 15 working days prior to the event cannot be processed as an advancement payment but can be processed as a reimbursement to the employee.• Registration: Type name exactly as shown on conference official announcement.• Employee: Type name exactly as shown on employee salary warrant, e.g., "paycheck."• Advance Payment Processed Notification: How does employee know his/her requested advance was processed?
Signatures and Approvals
<ul style="list-style-type: none">• Authorized Approvals: All signatures must be original, signed in ink, and dated. Approvals must reflect the location's organizational structure or, when applicable, the officially designated alternate.
Submission to District for Processing
<ul style="list-style-type: none">• Hardcopy: All signatures must be original, signed in ink, and dated.• Electronic: A "pdf" or fax may showing approval signatures may be submitted to Finance and Administration for processing. Locations are to retain original for audit purposes.

Travel Request and Expense Claim

Part 2: Instructions - Expense Claim Form Completion

General Instructions

- See "Travel Request - Instructions" tab for basic instructions on using this Excel Workbook form.
2. All expenses submitted for payment must be for the employee authorized for the event and must have been incurred during the authorized conference and travel dates.

Travel Request Form Completion Instructions

- **Employee Information:** Completes automatically when information is typed on Page I - Travel Request.
 - **Conference Information:** Completes automatically when information is typed on Page I - Travel Request.
- The remainder of the Claim form is designed to assist with submitting claims according to District policy and regulations. Before proceeding, it is helpful to organize and total receipts and expenses by Date and Per Diem / Non-Diem Expenses.*
- **Date** → Identify each date when expenses were incurred.
These dates serve as column headings for Per Diem expenses and must be within the dates authorized for conference and travel shown on Page 1 - Travel Request.
- **Per Diem Expenses (Receipts Required)**
 - **Lodging:** Type the amount shown on the receipt for each days lodging.
Limitation Summary:
 - Lodging, meals, and incidentals total may be less but cannot be more than total authorized per diem rate.
 - Only lodging for the employee can be claimed for reimbursement.
 - Claims for days not approved for travel or not touching the actual conference dates are not to be submitted.
 - **Meals:** Type the total amount claimed for each days meals.
Limitation Summary:
 - Lodging, meals, and incidentals total may be less but cannot be more than total authorized per diem rate.
 - Only meals for the employee can be claimed for reimbursement.
 - Claims for meals consumed on days not approved for travel or for the actual conference are not to be submitted.
 - **Per Diem Incidentals (Receipts not required)**
 - **Incidentals:** Type the amount claimed for each day's incidentals.
Expenses exceeding the \$25 per day limitation are the employee's responsibility and are not to be submitted for processing.
 - **Per Diem Reconciliation**
 - This section calculates automatically based on the amounts type for Lodging, Meals, and Incidentals.
 - **Non Per Diem Expenses (Receipts Required)**
 - **Fees:** Type the amount paid for Registration (if not processed as an advance payment) and, if applicable, for Membership. If none paid, type Zero (0).
 - **Travel:** Amounts claimed cannot exceed amount(s) authorized by category on Part 1, Travel Request.
 - **Airfare:** Type the total amount paid.
 - **Car Rental, Train / Bus, Taxi/Shuttle, Parking/Tolls:** Type the amount paid each day in each applicable category.
 - **Personal Vehicle:** Type the total number of miles claimed. The dollar amount calculates automatically. Cost cannot exceed normal air fare. Employees receiving a travel stipend may not claim mileage or parking for a trip of 60 miles or less from the employee's worksite or home, whichever is less.
 - **Advanced Payments Processed**
 - If an advance payment was processed, type the Requisition No. and dollar amount.
 - If no advance payment was processed, leave this section blank.
 - **Calculations**
 - **Sub-Totals** for each category automatically calculate.
 - **Expense Claim Total:** Calculates automatically based on expense data typed in by employee.
 - **Not to Exceed Amount:** Total amount authorized on Part I - Travel Request. *If expense claim is greater than Total Claim allowed, employee must reduce expenses so that Total Claim is equal to or less than amount authorized.*
 - **Total Claim Allowed:** Total of all expenses submitted for reimbursement.
 - **Less Advance Payments:** Total of any advance payments processed.
 - **Balance:** Difference between amount authorized for Travel and amount submitted on Expense Claim.
Employee is responsible for any amount over the amount authorized on the Travel Request.
 - **Signatures and Approvals**
 - **Authorized Approvals:** All signatures must be original, signed in ink, and dated.
Approvals must reflect the location's organizational structure or, when applicable, the officially designated alternate.
 - **Submission to District for Processing**
 - **Hardcopy Submission:** All signatures must be original, signed in ink, and dated. *Receipts must be attached.*
 - **Electronic Submission:** A "pdf" or fax may showing approval signatures and receipts may be submitted to Finance and Administration, District Office, for processing. Locations should retain original for audit purposes.

