

SOLANO COMMUNITY COLLEGE DISTRICT

TRAVEL EXPENSE

Administrative Procedure 4480

Permissible Destinations

Authorization for an employee, student, or other person to participate in a conference or district-related travel is granted when an appropriate travel authorization form is signed by the Superintendent-President or designee. All authorizations must be obtained prior to time designated for departure.

Travel destinations: Generally, travel will be limited to the State of California. Requests to travel outside of California must be approved by the Superintendent-President. Employees may not travel to destinations prohibited by California Government Code Section 11139.8, as determined by the California Attorney General, either at District expense nor as representative of the District. International travel is generally not permitted.

Employee Compensation

A District employee will receive his/her usual salary or wages for authorized participation in a conference or business trip. Overtime shall not apply unless the trip is deemed mandatory by a Vice President.

Reimbursement of Allowable Expenses

All requests for reimbursement shall be reasonable, and at the lowest rates available, except in extenuating circumstances.

Mileage: Payment of mileage for personal cars used on approved trips shall be at the rate per mile established by the Internal Revenue Service. An employee may choose to drive rather than fly, but reimbursement will be limited to the lower cost of either driving or flying. Reimbursement for mileage shall require submitted documentation as determined by the Vice President of Finance and Administration. Mileage between commonly-driven sites will be based on the following mileage chart, with no need for further documentation:

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	Fairfield Main Campus	Vacaville Center	Vallejo Center	Travis AFB	Nut Tree Hangar	CA State Prison Solano	State Chancellor's Office
Fairfield Main Campus		17	10	13	16	15	46
Vacaville Center	17		26	11	2	7	30
Vallejo Center	10	26		22	24	25	55
Travis AFB	13	11	22		10	7	39
Nut Tree Hangar	16	2	24	10		5	33
Prison	15	7	25	7	5		36
State Chancellor's Office	46	30	55	39	33	36	

Transportation: Transportation on a public carrier will be paid at the lowest reasonable rate. Reimbursement shall require documentation as determined by the Vice President of Finance and Administration.

Conferences: Conferences are permitted when appropriate for District business. Reimbursement shall require documentation as determined by the Vice President of Finance and Administration.

Lodging: Payments for lodging is allowed when pre-approved, but limited to the lowest single occupancy rate established at the conference site.

Meals: Payments for meals and incidentals shall be reimbursed under the following circumstances:

- Only if travel is outside the District boundaries and involves an overnight stay
- Per Diem payments for meals and incidentals shall be at the IRS base per diem rate, with no receipts required. In no event shall payment exceed the IRS base per diem rate.
- Breakfast will be paid for an overnight stay when leaving home prior to 6:30 a.m.
- Dinner will be paid for an overnight stay when returning home after 6:30 p.m.
- If meals are included in the registration fee of a conference, the related meal allowance shall not be reimbursed.

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Other expenses: Necessary out of pocket expenses such as parking fees, vehicle rental, bridge tolls, shuttle services, and business-related telephone calls can be reimbursed only if receipts are submitted with the request for reimbursement.

Tips and gratuities: Tips, gratuities, and other expenses may be paid from the meal and incidental per diem, but are otherwise not reimbursable.

Incidentals: If the travel includes an overnight stay, incidental travel expenses shall be paid as a per diem of \$5.00 per 24 hours of travel. Incidental travel expenses are intended to cover costs associated with travel such as baggage handling, personal phone calls, and other miscellaneous travel expenses. No receipts or documentation are required for payment of incidentals per diem.

Prior Approval required

To be reimbursed for travel expenses, the individual must have obtained prior approval for the travel or conference activity. Requests for travel outside of California must be submitted at least 30 days prior to departure. After approval is granted, the request form is returned to the employee with appropriate notation.

After the travel is complete, the employee will resubmit the travel form to the approving officer, along with receipts, conference documentation, and any other documentation deemed necessary by the Fiscal Services Department. After approval or adjustment, the approving officer submits the travel reimbursement form directly to the Fiscal Services Department. A copy of the approved form may be given to the person requesting reimbursement, but the original should only be sent directly to the Fiscal Services department by the approving officer. After returning from travel, travel reimbursement must be submitted within 30 days of the end of travel.

Advance payments

Advance payments: Upon approval of the administrative officer, the employee may receive a cash advance for travel expenses. Such advance must be requested on the travel authorization a minimum of three weeks prior to departure. Advances must be at least one hundred dollars (\$100) and for no more than the amount reasonably needed.

Settlement of advances: Travel advances must be settled within 30 days of returning from the travel. Additional travel advances will not be processed if a previous advance is outstanding and it has been over 30 days since the related travel ended.

Conversion to taxable income: If a travel advance is not settled within 60 days after returning from travel, the advance will be reported as taxable income on the employee's next paycheck. After recording the payment as taxable income, the employee still must settle and return any unused travel advance, but the notation as taxable income cannot be reversed.

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**REFERENCES/
AUTHORITY:**

California Education Code, Section 87032

Adopted: December 2018

Reviewed:

Revised: