

**Guidelines for Travel & Conference Requests
Effective March 1, 2017**

These guidelines apply to employees and governing board members of Chaffey College.

Travel includes attendance at workshops, seminars, conventions, conferences, or other meetings, which are a requirement of the position and of interest to the district.

Employees must obtain approval by the appropriate administrator prior to registering or prepaying for any travel related expenses. Estimated travel expenses over \$1,000 and/or out of state travel must be approved by the appropriate administrator and the Superintendent/President.

Approved Travel and Conference (T&C) requests should be submitted to Accounting Services at the earliest time possible, but no later than 10 working days prior to registration deadlines or any other prepayment deadline to provide sufficient time for processing.

The district will prepay for registration fees, hotel, and airfare if the airfare is booked through the district's designated travel agency. The T&C form must include a copy of the brochure, flyer, agenda or some type of communication which includes date, location, cost, itinerary, vendor name, address, and contact person. If hotel prepayment is requested, include the room rate, tax, and to whom the check should be made payable and hotel address. Also, include a copy of the conference or hotel registration form and/or confirmation number if available.

Employees are required to submit completed T&C forms to Accounting Services **no later than 30 days** after travel is concluded. Any T&C form submitted after July 7th for prior year travel will NOT be reimbursed. The T&C form must be completed, signed, and accompanied by all the appropriate documentation and original receipts to receive timely reimbursement. Receipts are required for all prepayment expenses and reimbursable expenses with the exception of meals. For liability reasons, all employees are required to complete and submit a T&C form even if there is no cost to the district or a reimbursement owed to the employee.

Salary enhancement shall not be authorized for travel purposes when it would exceed the normal working day(s).

AIR TRAVEL RESERVATIONS

When scheduling air transportation for district travel, it is preferred that all reservations be arranged through the district's designated travel agency. The accounting office will provide information on the current agency. If an employee chooses to personally purchase airfare, the employee will be reimbursed upon completion of the travel and submittal of the T&C form with all of the appropriate documentation/receipts. The employee shall request a standard or coach airfare. The district will reimburse the employee for one baggage at the standard rate (receipt required). Additional baggage and/or overweight fees will be the responsibility of the employee.

MILEAGE

Employees performing authorized travel involving the use of their own vehicle shall be reimbursed for mileage at the current IRS official rate. Employees must possess a valid California driver's license and provide the district with proof of personal automobile insurance coverage. Acceptable documentation is a copy of the employee's insurance card. When computing mileage, the shortest distance should be used between home and the travel destination, or between Chaffey College and the destination. If the employee does not both leave and return to his/her regular work location, the total miles driven less regular commute miles will be reimbursed.

A copy of the driving directions printout must accompany any T&C request which includes mileage reimbursement.

When more than one employee attends the same event, carpooling is encouraged. If an employee chooses to use a personal vehicle in lieu of air travel, the reimbursement request cannot exceed the cost of the lowest coach airfare and a copy of the airfare quote should be included in the T&C document packet prior to travel. The total cost of transportation will be considered and reviewed on a case-by-case basis.

MEALS

Employees shall be reimbursed when on approved travel and conference for the district for actual and necessary meal expenses for an amount not to exceed \$55 a day according to the following breakdown: breakfast \$15, lunch \$15, and dinner \$25. If meals are included in the cost of a conference, workshop or other travel event, the meal reimbursement will be reduced accordingly. No receipts are required for meal reimbursement.

BANQUETS

Banquet meals that are an official part of the conference and have prescribed fees which exceed the meal limitation amount as previously designated may be reimbursed at actual cost. No reimbursement shall be allowed for costs of meals substituted for the banquet meals for which fees have been paid.

LODGING

Lodging shall be reimbursed for authorized overnight travel. Reimbursement shall not exceed the rate for a standard room. Room upgrades will be the responsibility of the employee. Conference/government rates shall be requested upon reservation. The hotel receipt/statement is required to be submitted for travel reimbursements regardless of any district prepayment for the lodging.

CAR RENTAL/Taxi Service/Shuttle/Parking

Employees are required to use the most cost effective method of transportation. The actual cost of taxi service, shuttle service, and parking will be reimbursed upon submission of completed T&C forms along with original receipts. Reasonable and customary tips are acceptable but cannot exceed 20%. If a car rental is necessary, please provide a written justification in advance of travel when the T&C is submitted for supervisor approval.

Incidentals and Miscellaneous Expenses

Other business related expenses incurred while on approved travel may be reimbursed, depending on the facts and circumstances related to the necessity of the purchase. At a minimum, the expense must be directly related to the travel event. Any additional gratuities that are not previously addressed will be the responsibility of the employee.