

DBO BULLETIN NO. 01	TRAVEL GUIDELINES	10/28/02
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Note: For travel related questions please send email to Art Valdez at: avaldez@ccsf.edu and copy Richard Brown at: rbrown@ccsf.edu .

I. Travel Authorization

All travel must be approved at the Department/School level and have final authorization by the Chancellor, or the appropriate Vice Chancellor or his/her designated representative.

- Chancellor – Chancellor’s Office, Board of Trustees, Academic Senate and Classified Senate
- Vice Chancellor Academic of Affairs – Schools, Campuses, and Departments within Academic Affairs
- Vice Chancellor of Student Development – Departments within Student Development
- Vice Chancellor of Finance & Administration – Departments within Finance and Administration
- Director of Human Resources – Staff Development

Travel shall only be authorized or approved if it is requested on the **REQUISITION AND TRAVEL ORDER** form (**RTO**).

- District procedures require that an approved Requisition and Travel Order form (**RTO**) be filed prior to the date of all conference or convention travel. This form can be found by clicking on the “Site Index” at <http://www.ccsf.edu>, then clicking on “Vice Chancellor of Finance and Administration”. Next, click on “Forms”, then click on “District Business Office Protocols” and finally click on “Requisition and Travel Order Form”.
- A **RTO** form must be completed in its entirety, for each person attending a conference and/or a convention.
- A copy of the program or agenda, listing the registration fees and other related costs, should be attached to the **RTO** form. *Once processed, a copy of the RTO form will be sent back to the requestor. Please retain this copy as it will be needed when requesting the travel expense reimbursement on the **Expense Report (ER)**.*
- Requests for travel reimbursement must comply with the procedures set forth in this section or they will not be processed.
- Travel expenditures will be reimbursed **only** upon submission of an approved **Expense Report (ER)** form. This form must be submitted within 30 days of the completion of the trip. The **Expense Report (ER)** form can be found by clicking on the “Site Index” at <http://www.ccsf.edu>, then clicking on “Vice Chancellor of Finance and Administration”. Next click on “Forms”, then click on “District Business Office Protocols” and finally click on “Expense Reimbursement Form”.
- Original receipts must be submitted with the **Expense Report (ER)**. Small receipts must be taped on an 8 1/2” x 11” piece of paper and stapled to the **Expense Report (ER)**.

II. Travel Advances

Travel advances may be issued for up to 50% of the combined cost for airfare, lodging and registration fee. All travel advances must be requested a minimum of ten (10) working days prior to departure date.

Travel advances are issued in the following situations:

- A. Travel destination is to a remote area where credit cards are not accepted.
- B. Travel is performed for an extended length of time (5 days or more).
- C. The traveler has no credit card.
- D. The traveler is incurring expenses for students accompanying traveler on the trip.

Travel advances are allowable for the following expenses:

- A. Airline tickets
- B. Lodging costs
- C. Registration fees

To request a travel advance:

- Complete the REQUISITION AND TRAVEL ORDER FORM (**RTO**) and write ***“Advance Requested”*** to the left of the TOTAL column in the ESTIMATED COSTS section.

III. Airfare Reimbursement

The traveler must use a common carrier and the District will only pay for coach fare. The traveler must use the most economical method of travel. A traveler may be reimbursed the actual and necessary expense incurred for changing flight plans. It is the responsibility of the traveler to substantiate that the charges were proper and necessary. Any additional charge for changing flight plans due to personal reasons or for the convenience of the traveler are not reimbursable.

IV. Mileage

Use of Own Automobile:

A traveler may use his/her own automobile when it is in the best interest of the District. The District will authorize reimbursement to the traveler for the official map mileage between the cities or the contracted airfare, whichever is less.

The cost of operation, maintenance and ownership of a vehicle are the responsibility of the traveler. The District will not reimburse a traveler for repairs, fines for violations of the law, or other related costs incurred while traveling on official business of the District.

Mileage Allowance:

Travelers driving their own automobiles are authorized to be reimbursed \$.34 per mile. A record of miles must be accurately maintained and shown on the EXPENSE REPORT (ER).

Administrators and faculty will be allowed mileage outside of San Francisco proper only. Classified personnel will be allowed mileage for all locations, provided activity was authorized by the supervisor, and mileage was for travel between the employee's regular work location or another District site or to a vendor's location for official District business. Mileage will be reported in whole miles only.

The EXPENSE REPORT (ER) must show the number of miles of travel from the point of origin to the point of destination. The beginning and ending odometer reading must be listed when claiming mileage. Mileage between cities may be obtained from a State map, or by visiting the yahoo.com web site (click on "**References**", then click "**MAPS**", next click "**Maps & Directions**", then click "**Driving Directions**" and complete the indicated travel information to obtain mileage between two locations. Times of departure and return must be shown for each point of travel.

When the traveler uses a private automobile, the mileage allowance is limited to the contract airfare of the common carrier, whichever is less. Per diem is also limited to the amount that would have been allowed had a common airline been used. An exception to this rule is normally taken when the automobile is shared with other travelers resulting in a savings to the District on airfare, or when the cost of renting an automobile in the city where business is conducted exceeds the mileage allowance claimed.

The traveler is not authorized to claim a mileage allowance when transported gratuitously by another person.

Mileage to Airport:

When traveling to the airport, the traveler is authorized to claim mileage from the workplace or home of the traveler, whichever is less.

Travel Route:

All travel connected with official business of the District must be by the most direct route. If a person travels by an indirect route for convenience, the extra costs are not reimbursable. The District will authorize reimbursement only for those expenses that would have been incurred had the traveler used the most direct route. The traveler is authorized to claim mileage from the workplace.

Map Mileage and Vicinity Mileage, Campus to Campus:

Mileage between cities shall be computed on the basis of the current map of the State of California. Mileage between cities may be obtained from a State map, or by visiting the yahoo.com web site (click on "**References**", then click "**MAPS**", next click "**Maps & Directions**", then click "**Driving Directions**" and complete the indicated travel information to obtain mileage between two locations.

V. Registration Fees

Payment of registration fee to attend a conference, convention or any other event is frequently required prior to the date of the event.

- The traveler may pay the registration fee directly and claim reimbursement for the fee on the EXPENSE REPORT (**ER**) or request that the District “prepay” the fee.
- Attach original receipts or a copies of canceled check(s), both sides, to the **ER** to document payment.
- Optional entertainment included on the registration form is a personal expense and is not an authorized reimbursement by the District.
- Membership fees included in the registration fee cannot be reimbursed through the travel reimbursement process.

VI. Accommodations, Payments and Reimbursements

Direct Payment to Hotels/Motels for Overnight Lodging for Travelers:

A traveler may not claim per diem or reimbursement for lodging for overnight travel within 50 miles of his/her headquarters or residence, unless the circumstances necessitating such overnight travel are fully explained by the traveler and approved, as indicated in the TRAVEL AUTHORIZATION SECTION. Criteria for approval shall include late night or early morning job responsibilities and excessive travel time because of traffic conditions.

Direct payments to hotels and/or motels are allowed for situations as identified in Section II:

- A. Travel destination is to a remote area where credit cards are not accepted.
- B. Travel is performed for an extended length of time (5 days or more).
- C. The traveler has no credit card.
- D. The traveler is incurring expenses for students accompanying traveler on the trip.

This information should be submitted at least two weeks prior to the travel. Direct payments for overnight lodging will not be approved if there is not a cost-savings to the District.

Extraordinary circumstances requiring direct payments to hotels and motels for overnight lodging for travelers will be considered on a case by case basis.

Hotel/Motel Accommodations and Reimbursements:

The traveler is responsible for making appropriate arrangements with hotels/motels for

the rental of rooms. The traveler's personal credit card must be used when making a reservation with a hotel/motel.

The District will reimburse the traveler at the rate of single occupancy only, unless the room is shared with another traveler. When a hotel room is shared by multiple travelers on District business and the hotel bill is paid by one of the travelers, the traveler paying the bill may request reimbursement for the total amount of the bill. When multiple travelers on District business have separate rooms and one traveler pays the hotel bill for all, then the traveler paying the hotel bill may request reimbursement for the total amount of the bill. The traveler whose hotel bill is being paid must state on their travel expense report "My hotel room was paid for by (Name)." If two travelers share a hotel room and split the bill, then each traveler may claim one-half of the hotel bill on their EXPENSE REPORT (**ER**) form.

In each of the above situations, each traveler shall provide an explanation of the circumstances on their **ER** and provide copies of the **ER** of the other traveler(s). If the traveler whose hotel bill is being paid is not filing a **ER**, then this person must provide a memo with a signed statement that their hotel room was paid for by (Name) and they are not filing a **ER** for this trip. This statement must be attached to the **ER** of the traveler paying the bill to allow reimbursement for the total amount of the hotel bill.

The original itemized hotel receipt must be filed with the EXPENSE REPORT (**ER**) form. The District will not authorize reimbursement without a paid receipt. A copy of the credit card charge slip is not acceptable. Only the cost of the room, including tax, per night will be reimbursed. Personal telephone calls, movies, or other personal charges included in the hotel bill are not reimbursable.

The traveler is responsible for canceling hotel reservations when a trip is canceled or the dates change. The traveler is personally liable to the hotel for any charges or penalties resulting from failure to give proper notice of cancellation.

VII. Per Diem

Domestic Travel:

For individual states and cities go to the website at :

<http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd03d.html>

Domestic per diem is calculated in either of two ways:

a. Hotel lodging expense using the original itemized hotel receipt showing single occupancy rate plus the state meal allowance: (no receipts are required.)

b. \$50.00 per day (no receipt required) figured on the following quarter plan in Los Angeles or San Diego:

1. For 24 hours or more of travel, six-hour cycles begin at midnight:
\$50.00/day or \$12.50/quarter.

2. For less than 24 hours of travel and staying overnight, six-hour cycles begin the hour of departure:

- Up to 6 hours - \$12.50
- 6 to 12 hours - \$25.00
- 12 to 18 hours - \$37.50
- 18 to 24 hours - \$50.00

(\$12.50 may be claimed for a 6 hour period even though only a portion of the quarter is used)

Following is the Meals & Incidental Expense Breakdown as stated in the Federal Travel Regulations, dated August 30, 2002 and effective October 1, 2002:

M&IE	\$30	\$34	\$38	\$42	\$46	\$50
Breakfast	6	7	8	9	9	10
Lunch	6	7	8	9	11	12
Dinner	16	18	20	22	24	26
Incidentals	2	2	2	2	2	2

International Travel:

The District authorizes the per diem allowance used by the Federal government for international travel plus incidental expenses. The authorized per diem for major cities in the world is published by the U.S. Department of State titled, "Maximum Travel Per Diem Allowances for Foreign Areas"

<http://www.state.gov/m/a/als/prdm/2002/13612.htm>. (The traveler should review this document for instructions on how to calculate the authorized per diem for the country of destination.) The traveler has the option of claiming the flat per diem rate authorized by the U.S. Department of State, or claiming the actual cost of hotel plus the meal allowance. The meal allowance is calculated using the same **basis** used for travel in the United States.

Receipts issued in foreign currency must show a computation converting the amount into U.S. dollars. All claims on the travel voucher must be in U.S. dollars.

Per diem is the amount reimbursable for daily travel expenditures for lodging and meals. Foreign per diem is calculated in either of two ways:

a. Hotel lodging expense using the original hotel receipt showing single occupancy rate plus the State meal allowance: (no receipts are required.)

b. The per diem allowance for foreign area per day (no receipt required) figures on the following quarter plan:

1. For 24 hours or more of travel, six-hour cycles begin at midnight:
foreign per diem allowance/day or 1/4 foreign per diem allowance/quarter.

2. For less than 24 hours of travel and staying overnight, six-hour cycles
begin the hour of departure:

- Up to 6 hours - 1/4 foreign per diem allowance
- 6 to 12 hours - 1/2 foreign per diem allowance
- 12 to 18 hours - 3/4 foreign per diem allowance
- 18 to 24 hours - Daily foreign per diem allowance

(One-fourth foreign per diem allowance may be claimed for a quarter even
though only a portion of the 6 hour period is used.)

Foreign per diem should not begin until the date and time of arrival in the foreign
country from the United States and shall terminate on the date and time of departure
from the foreign country to the United States.

If a traveler has District business in more than one foreign city/country, departure times
must be shown on the EXPENSE REPORT (**ER**) form reflecting departure from each
foreign city/country to destination.

