

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE PROCEDURES MANAUL**

<b>Title:</b> <b>DISTRICT TRAVEL</b>	<b>Number:</b> AP 2.19
<b>Legal Authority:</b> <b>California Education Code Sections 87032</b>	

The Chancellor directs that the following travel authorization regulations apply to the San Francisco Community College District (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, 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 Colleges
    - Association of California Community College Administrators
    - Association of Community College Trustees
    - California Association of School Business Officials
    - Community College League of California
    - National Association of Colleges and Employers
    - 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.
    1. **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.
    2. **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 the District. The funding for such travel shall be provided by revenue generated by out of state or foreign student tuition.
- II. **Applicability:** This regulation applies to all 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. Consultants and contractors must follow the same employee travel guidelines and will not be reimbursed at a greater rate than employee reimbursements.

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**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 interests are outside the scope of the employee's normal work assignment.
- D. Special interest group meetings outside the scope of the employee's normal work assignment.

**IV. *Conference Attendance:*** Trips requiring overnight absences, payment of a participant fee, and/or hotel 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 Requisition and Travel Order Form.

**A. *Approval Processing Requirements:*** When requesting off-campus travel, prior approval is required using the District's official "Requisition and Travel Order Form".

<https://www.ccsf.edu/sites/default/files/2023/document/Travel-Request-Approval-Form.pdf>.

**B.** The travel request must ensure the activity is related to District business, adequate funding is budgeted and minimal disruption to District programs and operations occur. When appropriate, substitute employees may be arranged. Employees are expected to "shop" well in advance for reasonable prices.

1. The employee's Supervisor, District Administration, must approve all travel requests as confirmation the trip and related expenditures are appropriate for District business prior to the trip. The administrator overseeing the charge account must approve the expenditure of funds and the Business Officer must confirm that the funds are available.

Required approval signatures are as follows:

**a. *In-State Travel:*** All In-State Travel require approval of the appropriate Department Head, Dean/Director and Associate Vice Chancellor or higher. The request should be submitted no later than 30 days in advance of a trip.

**b. *Out-of-State and International Travel.*** All out-of-state and international travel require approval by the area Vice Chancellor, Chancellor and the Board of Trustees. The Chancellor's Office must receive the request no later than 30 days in advance of the trip and approval may be contingent upon the following factors:

- 1. Budgetary considerations
- 2. District priorities
- 3. Local, state, and federal regulatory directives

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- c. While travel must be pre-approved by the Board of Trustees before an advance payment or reimbursement of expenses can be made, there are occasions in which pre-approval is not possible as such the Board shall be then notified at the next Board Meeting.
- C. **Conference Location Reimbursement Limitation:** If a conference destination is within the boundaries of District (within 50 miles of home or Ocean campus), 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 50 miles one way or 100 miles round-trip.
- D. **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).
- E. **Advance Payment.** An employee may request the Finance Office to prepay the conference and hotel accommodations only. An approved Requisition and Travel Order Form and required documentation is submitted to the Finance Office within 30 days in advance of travel. For advanced payment for out-of-state and international travel, all required documentation must be submitted to the Finance Office in time for Board of Trustees authorization.  
  
Advance/Prepayment can be requested using the Expense Report Form:  
<https://www.ccsf.edu/sites/default/files/2023/document/Travel-Expense-Report.pdf>
- F. **Conference Lodging.** Where a conference hotel is selected by the conference, the discounted conference hotel rate may be used as the lodging reimbursement rate. Travelers thus need to register early to receive the conference hotel guaranteed rate booked for the conference rooms. A copy of the conference hotel website page must be attached to the travel request and expense claim form for this rate to apply as the reimbursement rate. Lodging taxes are excluded from the conference hotel room rate cap. Where more than one hotel is offered for a conference, the lowest offered hotel rate shall be used as the base hotel reimbursement rate. Should the conference rooms be unavailable, employees are reminded to also ask the hotel for California Government State, AAA, and senior rates, where applicable. Should no conference hotel be designated for a conference, then the California Government State Travel Reimbursements Rates, or the lowest available hotel rate at the time of booking, shall apply as the per diem hotel reimbursement rate. Receipts are required for all hotel reimbursement.
- 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 maybe processed as a direct payment to the conference sponsor.

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- 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. Conference provided meals are only to be considered a non-Per Diem “registration expense”.
  - 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. **Hotel/Lodging** (Per Diem Allowance)

**Maximum Lodging Reimbursement Rates per Night**

- a. **California Government State Travel Reimbursements Rates:** The guidelines for the District shall be based upon CALHR travel guidelines and are available at the following link/website: <https://hrmanual.calhr.ca.gov/Home/ManualItem/1/2203>
- b. When employees are required to obtain lodging due to state business, **reimbursement will be for actual receipted lodging plus applicable mandatory taxes and fees**, in accordance with the policy and the published lodging maximums. Employees shall only use commercial lodging establishments such as hotels, motels, bed and breakfast inns, public campgrounds, or short-term rentals (such as Airbnb) that cater to the general public.
- c. Lodging is 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; More than 50 miles from the District or home whichever is closer to the event.
- d. Calculate lodging separately for each employee when employee’s share lodging.
- e. Limit the Per Diem allowance to the single occupancy rate when the employee shares lodging facilities with a non-District person.
- f. Reimburse for lodging taxes as a non-per diem expense whenever such taxes increase lodging costs to an amount greater than the per diem lodging rate.
- g. Lodging expenses are substantiated via a copy of the “hotel” bill. Lodging will not be reimbursed without a valid receipt.
- h. Full per diem rates are allowed for up to one day before the conference and one day after the conference, if warranted by an early start or late finish schedule of the conference. This can also accommodate any lodging assessment, or early or late check-in or out fees.
- i. The conference dates should be requested to be consistent with the required travel dates to attend all conference activities.
- j. Employees must stay at a commercial lodging establishment catering to short-term travelers, such as a hotel, motel, bed and breakfast, public campground, etc.
- k. Employees must provide a receipt to claim reimbursement; no reimbursement will be paid without a receipt.

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**3. Meals (Per Diem Allowance)**

**Meal and Incidental Rates**

Effective January 1, 2024

Expense	Reimbursement for Actual Expense with Receipt
<b>Breakfast</b>	<b>Up to \$13.00</b>
<b>Lunch</b>	<b>Up to \$15.00</b>
<b>Dinner</b>	<b>Up to \$26.00</b>
<b>Incidentals</b>	<b>Up to \$5.00</b>
<b>24 hour maximum</b>	<b>Up to \$59.00</b>

- a. Per Diem allowance is only for employees when the meal is associated with approved conference attendance. Social events unrelated to the functions of the District are not reimbursable.
  - b. 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.
  - c. Tips may be included in the Per Diem allowance. Charges for tips in excess of the per diem amount are the responsibility of the employee..
  - d. Alcohol is not reimbursable.
  - e. If meals are part of the conference fee, then reimbursement is not authorized.
- 4. *Incidentals (Per Diem Allowance)*** Employees will be reimbursed for reasonable expenses, up to \$5 per day incidental to travel and/or miscellaneous expenses essential to District business.
- 5.** For travel lasting 24 hours or more, employees may claim meals (at the rates noted above), based on the following timeframes:
- First day of travel:
    - Trip begins at or before 6 am - Breakfast may be claimed
    - Trip begins at or before 11 am - Lunch may be claimed
    - Trip begins at or before 5 pm - Dinner may be claimed
  - Continuing travel after 24 hours:
    - Trip ends at or after 8 am - Breakfast may be claimed
    - Trip ends at or after 2 pm - Lunch may be claimed
    - Trip ends at or after 7 pm - Dinner may be claimed

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- Fractional day travel (trips less than 24 hours):
  - Trip begins at or before 6 am and ends at or after 9 am - Breakfast may be claimed
  - Trip begins at or before 4 pm and ends at or after 7 pm - Dinner may be claimed
  - If the fractional day includes an overnight stay, receipted lodging may be claimed. No meal or lodging expenses may be claimed or reimbursed more than once on any given date or during any twenty-four (24)-hour period.
  - Employees may not claim lunch or incidentals on one-day trips.

**V. 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 upon completing the travel. Fares must be at the lowest possible rate, e.g., economy, coach, etc. Upgrades such as anytime fares, business or first class 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.

Travel agent fees are not reimbursable unless it can be demonstrated that the travel agent's total cost is less than available through normal internet booking capabilities. Management may withhold approval of full reimbursement if air travel prices are above the norm due to late booking.

- B. 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. Mileage is calculated from the employee's worksite or the employee's home whichever is closer to the event.

The GSA Personal owned vehicle mileage rate:

<https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-mileage-rates>

1. The 2024 Personal Vehicle Mileage Reimbursement Rate is \$0.67 per mile, updated each January.
  2. Travel map shall be submitted (Google Map, Yahoo Map, etc.) Starting from District or home, whichever one is closer to the event.
  3. It is recommended staff should drive when the conference is less than 4 hours (approx. 250 miles) away, unless pre-approved by their Manager.
- C. Uber, Lift, Taxi or Shuttle Services:** When an employee is on an approved conference, taxi, bus, rail, and shuttle services (Uber, Lift, etc.) 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.
- D. Rental Cars:** Employees on approved conferences outside of San Francisco 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/intermediate size car. If the employee wishes an upgrade, he/she may do so at his/her own expense.

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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. The District has insurance for vehicles rented for district business. Therefore, there is no reimbursement for insurance purchases as part of a car rental contract.
6. Employees are encouraged to use a District van for group travel rather than using a rented vehicle.

**E. *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 are 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.

**F. *Post Travel:***

Within 30 days of completion of the approved travel a completed travel expense report should be submitted to Accounts Payable: [AccountsPayable@ccsf.edu](mailto:AccountsPayable@ccsf.edu) for processing. The report should include:

1. The Travel Form approved by the direct manager
2. The Expense Report form
3. The Conference Agenda
4. Itemized receipts required Please submit receipts attached to a 8x11 piece of paper

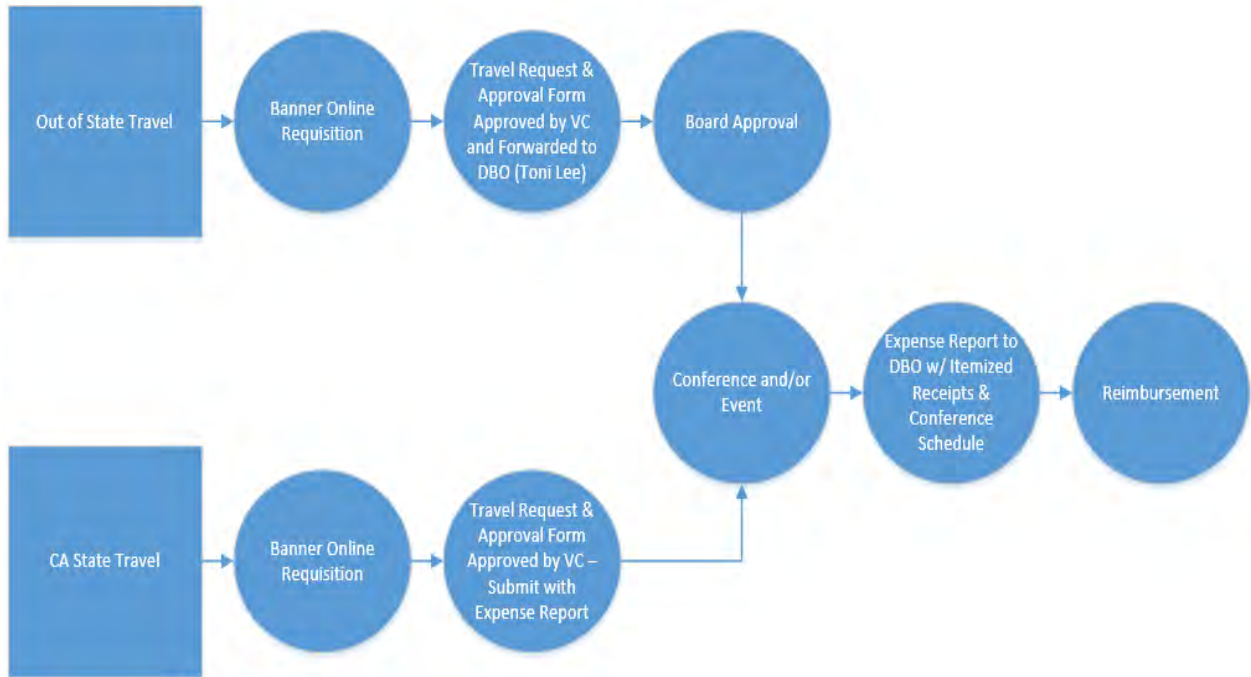
The Expense Report Form:

<https://www.ccsf.edu/sites/default/files/2023/document/Travel-Expense-Report.pdf>

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**G. Process Flowchart:**



**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.  
Disregard for District travel policy, regulations, and procedures and/or altering receipts can result in disciplinary action.
  
- C. Overtime:** Overtime is not permitted unless expressly authorized in advance by the Chancellor, or their designee.



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**VII. *Not Reimbursable:***

Employees shall not be reimbursed for the following:

- A.** Miles to and from the work location to the employee's 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.** Fuel expenses if mileage reimbursement is provided.
- C.** Meetings that pay salary and/or expenses for participation
- D.** Personal entertainment or recreational expenses
- E.** Additional lodging nights and/or meals for personal activities
- F.** Travel paid by personal reward points
- G.** Travel changes, unless approved by supervisor
- H.** Damage or theft to an employee's vehicle or items kept within the vehicle while away on District while traveling.