

<b>GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT OPERATING PROCEDURE</b>	<b>DATE: 10/3/95 REVISED: 5/19/25</b>
<b>TRAVEL AND CONFERENCE EXPENSES</b>	<b>TR1</b>

## 1. Overview

This procedure identifies authorized expenses including in-person and virtual.

## 2. Relevant Codes, Regulations, District Policies, and Documents

*Education Code Section 87032*

*Government Code Section 11139.8*

*2 Code of Federal Regulations Part 200.474*

California Education Code, 71040, 71049, 87032

Governing Board Policy 7400, *Travel Expense*

[GSA Mileage Rates](#)

## 3. Forms Used

District Form [Off-Campus/ Virtual Attendance Request Form](#)

## 4. Primary Stakeholder: Vice Chancellor of Business Services

## 5. Comments

Members of the faculty, administration, classified staff, governing board, and selected student representatives of Grossmont-Cuyamaca Community College District, Cuyamaca College and Grossmont College.

## 6. General Overview of Off-Campus Travel and Approval

Board of Trustees, faculty, staff, and student representatives participating in off-campus activities for institutional, professional, and/or instructional activities enhance the programs and services of the Grossmont-Cuyamaca Community College District (GCCCCD). Off- campus travel includes all business-related travel away from District owned facilities (international, local, in-state, out of state and throughout the county).

Approved travel expenses, including reimbursements, must be related to employee's normal work assignment.

The Governing Board has delegated final approval of Off-Campus travel as follows:

- International                                      Chancellor and Governing Board
- All other Travel                                      President or Vice Chancellor

**All international travel requests must be approved by the Governing Board in advance of travel.**

Employees authorized to travel shall be reimbursed for non-prepaid actual and necessary expenses.

## 7. Accountability

Travel and Conference attendance is a privilege, not a requirement. Any misuse or abuse of this privilege, including unauthorized travel expenses, may result in the employee being responsible for covering the costs and could lead to disciplinary measures.

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#### 8. Request for Attendance at Off-Campus Activity

An employee requesting to travel related to district/college business shall complete the [Off-Campus/Virtual Attendance Request Form](#) at least four weeks in advance of the travel. The form must be fully **approved** before requesting pre-payment for lodging, conference registration, and/or airfare.

Submission of completed request form including all pertinent documents, such as agendas and announcements, shall be reviewed and approved by:

1. Department Manager
2. Site Business Office
3. President/ Vice Chancellor/ Chancellor (International Travel Only)
4. Requestor receives fully approved form from Site Business Office

Requests must serve the following purposes:

1. Pre-Travel
  - Travel authorization and related estimated costs.
  - Request for travel prepayments
2. After-Travel
  - Reimbursement claim(s) via Expense Report in Workday
  - Accounting of total travel cost including receipts

#### 9. Travel Reimbursable Expenses by an Outside Agency

Employees with an approved Off-campus travel to attend meetings/activities reimbursed by an outside agency, shall note the agency to be billed, including all necessary documentation, in their request form. The District Accounting Office shall be responsible for invoicing and collection of funds.

#### 10. Unforeseen Circumstances

Prepaid expenses for off-campus activities, where non-attendance is beyond the employee's control, must be approved by the President/ Vice Chancellor. Without such approval, the employee will be responsible for reimbursing the District for these expenses. Failure to comply with this policy may result in denial of future travel privileges.

- The employee must submit a formal request to their direct manager explaining the reason for non-attendance at the off-campus activity, including any supporting documentation.
- The direct manager will review the request and, if appropriate, provide initial approval or seek further clarification. If the manager approves the request, they will forward it to the President/ Vice Chancellor for final approval.
- The employee will be notified of the final decision.
- If the employee fails to follow the above steps or does not obtain prior approval, the employee will be held financially responsible for the prepaid expenses, and future travel privileges may be denied.

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#### 11. Workday Expense Reports

- Expense Reports (ER) are travel expense reimbursement requests in Workday. For travel expense reimbursement requests, all receipts for actual expenses are required and should be attached to the ER before it is submitted. Expense report includes Google map with miles, conference agenda, and approved [Off-Campus/ Virtual Attendance Request Form](#).
- Daily per diem is a set amount inclusive of meals, tips, and incidentals.
- **Do not** use the Expense Report itemization option.
- Missing receipts should be documented and approved by the campus president, Vice Chancellor or the Chancellor and included as an attachment in the Expense Report. Exclusion of approved Missing Receipt Form may result in disallowance of reimbursements.
- Expense Reports for travel expense reimbursements must be finalized and submitted via Workday no later than thirty (30) days after the last day of travel.

#### 12. Transportation – Non-Local Travel

- Reimbursable expenses include all **necessary** travel including but not limited to ride share, taxi, shuttle, bus, subway, trolley, metro, ferry and other modes of transportation fees directly associated with conference, meeting attendance or other business travel.
- All employees are expected to use the most economical mode of transportation where practical. Mileage reimbursement for out-of-town travel will not exceed the lowest commercial unrestricted airfare unless preapproved. This comparison must be included with the Off Campus Activity Form if driving is selected over airfare.
- Automobile rental for ground transportation must be reserved by the Business Office and/or designated travel coordinator's procurement card when attending a conference or meeting.
  - Traveler shall use the most cost-effective method of transportation. When traveler request transportation other than the most cost-effective, the District will only cover the lesser. Differences shall be at the expense of the traveler and shall not be reimbursed. Use Mileage Reimbursement vs Car Rental [Calculator](#) for most cost-effective method of transportation.

#### 13. Local Travel

- Local travel is defined as within San Diego County.
- If a conference or meeting is within San Diego County lodging is not allowed unless pre-approved by the President/ Vice Chancellor.
- Mileage and parking expenses shall be reimbursed.
- The daily per diem allowance, when permitted, is limited to (\$30 USD).

#### 14. Mileage

Reimbursement is restricted to performance of assigned duties that requires the use of a personal vehicle. All mileage reimbursement requests must be supported by a Google map of the route taken including total mileage calculation. The current [GSA](#) reimbursement rate is applied to the reimbursable business miles to determine reimbursement amount.

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- **Trips between Grossmont/District and Cuyamaca:**
  - The mileage is established in Workday of 11 miles one way and 22 miles round trip. A Google map is not required.
  - Mileage cannot include start and/ or end of the day trips.
  - Grandfathered Confidential staff (prior to June 2022) and Confidential Administrators are not eligible to be reimbursed for mileage.
- **Business mileage to offsite destination(s) during working hours:**
  - Offsite destination at start and/or end of the day, within 11 miles of assigned worksite, mileage reimbursement is not allowed.
    - Additional mileage outside of start and/or end of the day shall be reimbursed.
  - Offsite destination more than 11 miles **from assigned worksite** will be reimbursed.
    - Mileage reimbursement will be calculated from assigned worksite.
  - Google map must be included as an attachment to Expense Report.
  - Grandfathered Confidential staff (prior to June 2022) and Confidential Administrators are not eligible to be reimbursed for mileage within San Diego County.
- **Weekend/ Off Days (alternative schedule) Business mileage**
  - Mileage shall be reimbursed for actual miles from place of origin to destination.
  - Google map must be included as an attachment to an Expense Report.

## 15. Lodging

Actual lodging costs, not to exceed charges at the single/standard rate, are allowed. Expenses must be verified by hotel billing. Detailed hotel folio is required. Credit card receipts are not acceptable.

- The District **will pay** for lodging in the following circumstances:
  - All nights during the conference or event (all time zones) in attendance outside of San Diego County
  - When traveling by Ground Transportation (more than 100 miles):
    - The night before the conference or event when the start time on or before 10 a.m. on the following day.
    - May be granted for extended obligations on the final day of the conference or event (requires Direct Manager approval).
  - When traveling by Air:
    - Travel Outside of California
      - The night before the conference or event irrespective of event start time.
      - The night the conference or event ends irrespective of end time.
    - Travel within California:
      - Reasonable exceptions must be provided to request approval for overnight stays the night before a conference or event that begins on or before 10 a.m. the following day.

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Employees are expected to obtain the best possible rates for an acceptable standard room, even if a categorical funding source would pay for an upgrade. Conference and convention group rates and government employee rates should be maximized. Hotel accommodations shall not be changed or upgraded after booking.

When an employee shares lodging facilities with a non-district person (e.g., spouse, children, etc.), reimbursement is limited to the single (standard) rate. All reimbursement claims for such instances must include the rate for single occupancy in addition to the original hotel receipt.

#### Prohibited Lodging Options

- Use of Short-Term Rentals such vacation/home rental websites, or agencies are prohibited.
- Cash Advances for lodging are prohibited.

### 16. Event Registration Fees

- Pre-payment for registration will be processed after travel is approved. This may be purchased via Business office credit card or by Supplier Invoice Request submitting an invoice for payment.
- Fees include in-person and virtual.

### 17. Meals

During the duration of the authorized business travel outside of San Diego County, employees are entitled to a per diem allowance to cover their meals and incidental expenses.

- The authorized daily per diem amount is \$60 USD.
- Any travel from an off-campus event/conference that returns to San Diego County before 4:30p.m. is considered a half day of travel and is entitled to half of the per diem allowance amount (\$30 USD).
- A conference or meeting agenda must be attached to the [Off-Campus/ Virtual Attendance Request Form](#) to qualify for the correct per diem amount.

Due to the establishment of the per diem allowance, no additional expenses are permitted (e.g. tips) and supporting documentation (detailed receipts) is not required as part of the expense report submittal. Furthermore, the daily per diem allowance is not affected by meals provided to the employee as part of their business travel activities (e.g. meals provided by a conference or by the lodging vendor).

### 18. Allowable Expenses

Expenses essential to official District business may be reimbursable to the employee when reasonably incurred with receipts. The following allowable miscellaneous travel expenses are eligible for reimbursement:

- Airport/Hotel self-parking fees
- Highway, tunnel, and bridge tolls
- Taxi/Uber/Lyft plus tips include (tip shall not exceed 20%)
- Hotel Internet/Wi-Fi charge

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- Baggage check/claim fees
- Changed flight fees are reimbursable as a result of unforeseen circumstances and approved in advance if possible

#### **19. Non-allowable Expenses**

- Hotel room upgrades and amenities such as movies, in room bars, alcoholic and nonalcoholic beverages, water, snacks, saunas, massages, and all other in-room or hotel charges including meals.
- Any gratuities including tips for concierge, maid service, valet parking, and other personal preference services-
- Conference arranged leisure tours or personal side trip expenses, transportation to or from places of entertainment and similar facilities.
- Individual membership dues or fees.
- Traffic or parking citations while using a private, college or rental vehicle.
- Travel expenses incurred by other than District employee
- Flight fees, such as, flight upgrades/seat upgrades, travel accident insurance premiums or additional travel insurance.
- Personal care items, prescriptions, over-the-counter medication, person reading material, and souvenirs.
- Laundry and Dry Cleaning
- Loss of cash advances, or personal funds or property
- Fees for personal credit cards, credit card interest or delinquency fees.
- Alcoholic beverages.
- Employees shall not be reimbursed for **any expenses** incurred outside of the approved travel.

#### **20. Receipts**

Itemized receipts are required as support for all allowable reimbursement requests.

#### **21. Shared Expenses**

During an authorized business trip or event, colleagues may share expenses. Please note that the employee that incurs the travel expense is the only employee that will be allowed to submit the expense as part of their expense report. For expenses split at the point of sale, both employees can submit their share of the expense. The expense report must be completed in compliance with this operating procedure and as part of the submittal for reimbursement, comments explaining the actions taken on the trip are required for review (detailed receipts and documentation of the employee(s) that paid the remaining balance) and approval by relevant department personnel and the site Business Officer.

#### **22. Prepayment of expenses by a Department Travel Coordinator other than the Site Business Office**

Travel expenses may be paid by the department travel coordinator after the travel has been approved.