

BP 5900 TRAVEL AND ITEMIZED EXPENSE REIMBURSEMENT

References:

Education Code Sections 72423 and 87032

The Riverside Community College District recognizes the need for travel and travel related expenses in connection with District/College business and, therefore, the Board of Trustees authorizes that actual and necessary travel expenses for Trustees, employees and employment candidates will be paid according to Administrative Procedure 5900. The Board further authorizes that employees will be reimbursed for necessary business expenses according to Administrative Procedure 5905.

Date Adopted: June 17, 2008

(Replaces Policy 7011)

Formerly: 6900

Business & Financial Services

AP 5900 TRAVEL EXPENSES

References:

Education Code Sections 72423 and 87032

Travel in General: Upon completion of a Travel Request (TR) form approval by an appropriate administrator, employees may attend events, such as conferences, workshops, meetings, etc., in connection with District/College business.

Detailed instructions for completing TRs and travel related requisitions using the District's online purchase order system can be found in Exhibit A.

A sample Travel Request form can be found in Exhibit B.

In-State Travel: Requests for travel within the State of California, and/or within 500 miles from an employee's primary worksite, are to be submitted to an appropriate administrator for approval at the earliest possible time, but no later than ten (10) days prior to the date of travel.

Travel related requisitions for pre-payments or reimbursements must be entered in the District's budget and accounting system (Galaxy) prior to the date of travel, but no later than ten (10) days prior to the date of travel, to ensure availability of funds.

Out-Of-State Travel: Requests for travel outside of the State of California, and beyond 500 miles from primary work site, including out-of-country travel, require that a TR form be completed and approved by an appropriate administrator and by the Board of Trustees before the travel event takes place

In order to meet deadlines for preparation of the Out-of-State Travel Board Report, TRs for campus personnel must be submitted to the campus Vice President of Business Services and TRs for District personnel must be submitted to the District's Budget Manager at the earliest possible time, but no later than thirty (30) days prior to travel. The campus Vice President's of Business and the District's Budget Manager will forward completed TRs to the Chancellor's Office by the Board report deadlines specified by that office.

An Out-of-state Travel Checklist can be found in Exhibit C.

Travel Under a Federal Grant: Although rare, if your travel will be outside of the United States (United States is defined as the 50 states, the District of Columbia and the territories and possession of the United States) and you will be using federal grant funds

to travel, you must travel by U.S. flag air carriers. These are carriers holding a certificate under section 401 of the Federal Aviation Act of 1958. Exceptions would be if the U.S. carrier cannot provide the air transportation you need or use of a U.S. carrier will not accomplish your mission.

Use of Private Vehicle: Upon approval by an appropriate administrator, an employee may use his/her own vehicle for travel in connection with District/College business.

The District assumes no liability for the mechanical condition of a privately owned vehicle, the manner in which it is operated, or the insurance coverage of the vehicle, operator or occupants. Normally, the cost of travel by private transportation may not exceed that of regular coach air transportation to the same location. However, private transportation must be determined to be more cost effective on a case-by-case basis, after considering all expenses, including parking and local transportation costs.

Reimbursement/Prepayment: Employees are encouraged to make arrangements using the District's purchasing procedures in lieu of using personal credit cards. The District will reimburse employees, or prepay, as applicable, for the following:

Mileage: The mileage incurred on the dates of travel using privately owned vehicles will be reimbursed at the IRS Standard Mileage Rate. When more than one individual attends the same event and private transportation is used, carpooling is encouraged.

Air Travel: The cost of air travel will be paid upon submission of appropriate original receipts. Air travel expenses paid by an employee's personal credit card will not be reimbursed until the conclusion of the travel event and only upon submission of detailed, original receipts.

Conference Registration Fees: The cost of conference registration fees will be paid upon submission of registration forms, original invoices or receipts.

Meals: The actual and necessary cost of meals during the travel event, plus reasonable and customary tips, will be paid upon submission of original, itemized receipts. If meals are included in the cost of a conference, workshop or other travel event, charges for additional meals that substitute for the included meals will not be reimbursed. When meals are charged to an employee's hotel room, the original itemized receipt for the meal must be provided – a line-item charge on the hotel bill will not be sufficient. Credit card receipts which do not itemize the contents of meals purchased will not be reimbursed.

Incidental Expenses: The actual cost of taxi service, parking fees, luggage service, and reasonable and customary tips will be paid upon submission of appropriate original receipts. Employees are encouraged to use long-term, airport parking.

Lodging: The cost of a single room accommodation for the night(s) required will be paid by the District. When appropriate, sharing of rooms is desirable. Whether lodging is prepaid by the District or reimbursed following the travel event, the employee must submit an original, itemized hotel statement upon return. See "Meals" above regarding meals charged to hotel rooms.

Miscellaneous: Other miscellaneous business-related expenses incurred while on approved travel may be reimbursed, depending upon the facts and circumstances related to the necessity of the purchase. At a minimum, the expense must be directly related to the travel event.

Non-Reimbursable Items: The District will not reimburse employees for alcohol purchases (nor taxes and tips related to alcohol purchases), movies (at a theater or in-room), laundry, family member meals, car washes, fuel for the employee's personal vehicle, additional hotel rooms or costs of any kind for family members who accompany employee, or any other expenses determined by the District and/or College to be unreasonable, excessive, non-business related, or a misuse of public funds.

Travel Advance: Travel advances are entirely discretionary and, in most instances, will only be authorized to cover meals and incidental costs for approved travel. Advances will be adjusted upon the filing of an Itemized Expense Reimbursement (IER) form of actual and necessary expenses incurred in accordance with this procedure. Advances will not be paid more than thirty (30) days prior to travel. Employees who receive a cash travel advance, and then are unable to attend the travel event, must reimburse the entire travel advance to the District within fifteen (15) business days of the original dates of travel. Failure to do so may result in a payroll deduction of the entire amount of the advance from the next occurring pay period. Abuse of travel advance privileges may result in denial of future travel advance requests.

Itemized Expense Reimbursement (IER): Travel reimbursement requests must be submitted on the Itemized Expense Reimbursement form (Exhibit D) to an appropriate administrator for approval and forwarded to the Accounts Payable Office as soon as practical, but no later than thirty (30) calendar days after returning from the travel event. Reimbursement requests that are not complete or do not include the necessary detailed receipts will be returned to the employee.

Open travel requests will be closed if IER forms are not received within thirty (30) calendar days. Reimbursement requests after that time will not be accepted and funds will be returned to the departmental budget.

IER forms submitted after July 15th for travel expenditures incurred through June 30th of the prior fiscal year will not be allowed.

Local Travel: A travel request does not need to be prepared for local travel where the only reimbursable expense is mileage. Local travel is defined as within 50 miles of the employee's primary worksite.

A travel request must be prepared for local travel that will involve prepayment and/or reimbursement of conference fees, meals, mileage and/or incidental expenses.

Employees are assigned one work location within the District each workday, which is considered to be their primary worksite. This may be determined based on job descriptions or collective bargaining agreements.

An employee who is required by his/her job assignment to travel to a location other than his/her primary worksite, using his/her own vehicle, will receive mileage reimbursement for additional mileage incurred at the Internal Revenue Service standard mileage rate in effect at the time the travel occurred. Mileage reimbursement requests are to be submitted on the Monthly Mileage Report (MMR) (Exhibit E) on a monthly basis and are subject to availability of funds.

MMR forms submitted after July 15th for the prior fiscal year will not be allowed.

No mileage will be paid for travel required for overload assignments, day or night, at any location in the District for which additional compensation is received.

Candidate Travel Expense: Candidates for employment are expected to pay their own travel expenses for the first interview for any given position. The Chancellor or designee may make exceptions to this procedure based on extenuating circumstances.

At the District's invitation for subsequent interviews for that same position, the District will reimburse the candidate for transportation expenses, from home to college and return to home, at the lowest-cost air transportation or mileage reimbursement at the then-current rate, whichever is lower. In addition, candidates will be reimbursed for actual expenses for single-room accommodations for the night(s) required, meals, parking and taxi fare, upon submission of appropriate itemized receipts.

Office of Primary Responsibility: Vice Chancellor, Business and Financial Services

Administrative Approval: July 3, 2008
(Replaces Regulation 7011)
Revised: March 2, 2009
Revised: December 10, 2012
Formerly: 6900

Detailed Travel Request and Itemized Expense Reimbursement Report Procedures

Travel Requests Using Galaxy Online Purchase Requisitions

“T” – Numbers

Email the following to the Budget Analyst who normally handles your departmental business:

- Name of employee traveling
- Beginning and ending dates of travel
- Location – city, and state

The Budget Analyst will send a reply email with a Travel Request (TR) number, called a “T” number. Please write this “T” number in the upper right corner of the TR and reference it on all on-line requisitions pertaining to this particular travel event.

The “T” number must be included in the ***External Notes*** section of each online requisition for hotels, conferences and airfare prepayments. This provides the Budget office with the necessary information to approve online travel requisitions.

As online requisitions are entered for prepayments, the purchase requisition number (PR#) will need to be noted and included on the TR next to the related line item. This increases staff efficiency when Itemized Expense Reimbursements related to a travel event are processed.

Completing a Travel Request

- 1) Fill in traveler's name, work location, department, job title, beginning and ending travel dates, name and/or purpose of the conference/meeting, and employee campus or District location.
- 2) Enter all estimated costs for employee and students in the designated fields.
- 3) If students are traveling, enter student information in the designated section.
- 4) Process online purchase requisitions (PR) for each item that will be prepaid/billed (i.e. hotel, airfare, conference fees, etc.) and note the PR# in the space provided on the TR.
 - a. Enter the purpose of the PR (i.e. hotel accommodations, airfare, etc.) in the "Item Name" field.
 - b. Enter the traveler's name, beginning and ending dates of travel, name of conference and the conference location in the "Description" field.
- 5) The total estimated costs, less the total prepayments on the TR will result in a "Balance" to be handled as follows:
 - a. If the "Balance" calculated in step 5 is greater than \$100, create a requisition using the name of the traveler as the vendor (see 5.a.v. for cash advance instructions.)
 - i. This is known as the Travel Request Purchase Requisition (TRPR) and will generate a Purchase Order (PO) that will be used to reimburse the traveler upon receipt of a completed Itemized Expense Reimbursement form.
 - ii. Enter the word "Travel Request" in the "Item Name" field.
 - iii. Enter the traveler's name, beginning and ending dates of travel, name of conference and the conference location in the "Description" field.
 - iv. Enter the TR number in the "External Notes" section.
 - v. Create a second line item on the TRPR if a Travel Advance is needed and enter "Travel Advance" in the "Item Name" field.
 - Travel Advances may only be requested for expenses that cannot be prepaid/billed, such as meals, taxi fares and parking.
 - b. The total amount of the TRPR must equal the "Balance" calculated above

- i. For example, if the “Balance” equals \$500 and a “Travel Advance” of \$200 is requested, enter \$300 for the TR line and \$200 for the “Travel Advance” line.
- 6) Enter the funding source(s), amount(s) and budget code(s) on the TR.
- 7) Print the Travel Request and have it signed by the traveler, the traveler’s supervisor and, if applicable, the Campus Vice President of Business and a President, Vice Chancellor, or Chancellor.
- 8) Submit a copy of the Travel Request and all the backup necessary for each of the prepayments to the Accounts Payable office before the trip. Necessary backup includes, but is not limited to, an itinerary for airfare, registration form for the conference fee, an email/fax or similar information confirming the hotel reservation. If there is no registration fee (i.e. for a meeting), you must include a “flyer” for the event.

Completing an Itemized Expense Reimbursement (IER)

- 1) Enter the employee’s name, beginning and ending dates of travel, TR number, conference/meeting name and location.
- 2) Enter the budget code(s) (the same as on the Travel Request) and the TR PR # in the spaces marked Travel Budget Code and TR#.
- 3) Use one column for each date of travel to record the expenditures for that day.
- 4) Enter all expenses, including prepayments, in the correct rows and columns.
 - a. Mileage
 - Enter the total mileage incurred for the travel event and multiply by the current mileage rate in effect on the dates of travel.
 - b. Airfare
 - Enter the round-trip airfare and include the original receipt, itinerary or e-ticket showing the amount charged.
 - c. Hotel/Lodging
 - Submit the itemized guest folio from the hotel which states the name of traveler, number of guests, dates of stay, room rate and any associated taxes and fees (*this must be submitted even if the hotel was prepaid*).

- Enter the daily room charges (room rate and associated taxes and fees) in the appropriate date column.
- Other business related charges on the guest folio such as internet, meals, parking etc. should be entered in the appropriate row for the type of expense (i.e. Meals). Do not include these expenses with the hotel charges.

d. Business Calls/Fax/Internet/Copies

- Enter business related charges for calls, fax, copies and internet connections and include original receipts showing the amounts charged.

e. Business Meals

- Enter the amount paid for breakfasts, lunches and dinners on each date of travel.
- Submit original, itemized receipts for business meals incurred. Summarized credit card receipts which are not itemized will not be accepted.
- **Alcoholic beverage purchases, including related taxes and tips, will not be reimbursed.** Expending public funds for alcoholic beverages is prohibited under Education Code section 32435. Deduct the amount of any alcoholic beverage purchases, plus associated taxes and tips, from the receipt.
- If the receipt covers more than one guest, please identify which items the traveler consumed.
- Do not highlight items on original receipts as this can erase the ink from thermal paper.
- The cost of necessary business meals will be reimbursed based on the facts and circumstances leading to the expenditure. Reasonable care must be taken at all times to ensure that public funds, including the federal and state grant funds, are not misused and are expended in a judicious manner.

f. Registration Fee/Material Fee/Educational Items

- Unless the registration was prepaid, please include a receipt confirming amount paid.

- Material fees and educational items purchased at the event and required for participation will be reimbursed upon submission of itemized receipts and documentation of the necessity of the purchase.

g. Parking

- Enter the cost paid for airport and event parking on the appropriate date. Include itemized receipts.

h. Ground Transportation

- Enter the costs for taxis, shuttles, busses, car rentals and include the itemized receipt.
- Fuel costs incurred in connection with rental cars will be reimbursed. Costs to fuel a personal vehicle will not be reimbursed under any circumstances.

- 5) The Total Expenses field will be computed automatically using the electronic form.
- 6) In the Prepayments/Travel Advances section, enter the purchase order number for each prepayment connected with the travel event. The Total Advances field will be computed automatically using the electronic form.
- 7) The Balance Due field will be computed automatically using the electronic form.
- 8) Obtain the signature of the traveler and the traveler's supervisor.
- 9) Submit the completed IER along with the itemized receipts to the Accounts Payable office for processing.

When the Actual Cost of the Travel Event Exceeds the Estimated Cost

If the actual cost of the travel event exceeds the cost estimated on the Travel Request by more than 10% or \$200, an add-on to the traveler's requisition will need to be submitted for the difference and, if in connection with out-of-state travel, will need to be resubmitted to the Board of Trustees for approval. A reimbursement to the traveler cannot be processed until the add-on has been completed and approved.

When Amounts Prepaid or Advanced Exceed the Cost of the Trip

When the amounts prepaid or advanced exceed the cost of the trip (for example, the traveler was advanced \$150 for meals and taxi but only spent \$100) a refund is due to the District. An Accounts Payable Specialist will verify the expenses submitted on the

IER and will then email the traveler the exact amount and instructions to reimburse the District. After receiving the email notice, the traveler will need to send a check with a copy of the email to Auxiliary Business Services.

Failure to remit reimbursement to the District in a timely manner will affect future prepayment requests.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
TRAVEL REQUEST**



T# _____
Assigned by Budget Office

- Out-of-state (and over 500 miles) travel requests require board approval – fax completed travel request forms for campus personnel to your campus Vice President, Business Services, or for District personnel, to the District Budget Office.
- Requisitions are required for any prepayments.
- Itemized Expense Reimbursement form, with itemized receipts must be submitted within 30 working days after returning from trip.
- Do not use acronyms when filling out this form.

Name _____ Department & Location _____

Official Job Title _____ Travel Dates – Departing: ___/___/___ Returning: ___/___/___

Event Name / Purpose of Travel: _____

Travel Destination – (Address, City, State) _____

Estimated Costs: (Include All Costs Paid by District Funds)

1. Mileage	\$ _____	(_____ miles @ _____ cents per mile)
2. Airfare	\$ _____	PR# _____
3. Hotel	\$ _____	PR# _____
4. Meals	\$ _____	
5. Registration Fee	\$ _____	PR# _____
6. Parking	\$ _____	PR# _____
7. Taxi / Car Rental	\$ _____	PR# _____
8. Other _____	\$ _____	PR# _____
Total	\$ _____	- \$ _____ = \$ _____
	Estimated Costs	Prepayments
	PR# for Balance _____	

Student Information:

- Total number of students: _____
(Attach a list of student names)
- Total student travel costs: _____
(Not included in Estimated Costs section)

<u>Funding source(s)</u>	<u>Amount</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL	\$ _____

<u>Funding Source</u> (General Fund, Grant Fund, etc.)	<u>Amount</u>	<u>Budget Code</u>
_____	\$ _____	___/___/___/0/___/___/___
_____	\$ _____	___/___/___/0/___/___/___
_____	\$ _____	___/___/___/0/___/___/___
Total	\$ _____	(Must Equal Total Estimated Costs)

Traveler's Signature _____ Date _____

Supervisor's Signature _____ Date _____

Campus Vice President, Business Services _____ Date _____
(If Applicable)

President/Vice Chancellor/Chancellor _____ Date _____

OUT-OF-STATE TRAVEL CHECKLIST

CHECK ITEMS	DESCRIPTION	ITEM COMPLETE (Initial)
Travel Request #	Email your Budget Analyst for TR #	
Employee Traveler Name	Employees only - no independent contractors	
Department/Location	Include name of Department and Campus/or other location	
Dates	Dates of travel – Departing and Returning	
Current	Out of State Travel requires Board approval prior to travel. The Board meets monthly, except for July.	
Revisions	Require Board Approval if: Travel costs over 10% of original estimate Funding source change Substitute traveler Date change	
Conference Info	NO Acronyms – spell out names	
Costs	Include ALL costs and source of funding, (i.e. General Fund, Restricted Grant funds)	
Purchase Req. #	Create purchase requisition in Galaxy for reimbursement/prepay and enter PR# on TR	
Budget Code	Requires complete budget string Fund-Loc-Resource-PY-Goal-Func-Object	
Students Traveling	Include # of students and how their expenses will be paid.	
Signatures	Traveler Supervisor VP/President/Vice Chancellor/Chancellor	



RIVERSIDE COMMUNITY COLLEGE DISTRICT Itemized Expense Reimbursement Report

EMPLOYEE NAME			TR #					
DATE(S) OF TRAVEL			TRAVEL LOCATION					
NAME OF CONFERENCE								
TRAVEL EXPENSES								
TRAVEL BUDGET CODE(S)	-- / -- / -- /0/ -- / -- / --		\$ or %	-- / -- / -- /0/ -- / -- / --		\$ or %	TOTAL EXPENSES	
	-- / -- / -- /0/ -- / -- / --		\$ or %	-- / -- / -- /0/ -- / -- / --		\$ or %		
DATES								
MILEAGE	miles @ \$0.550 per mile =			\$				\$
AIRFARE								\$
HOTEL/LODGING <small>(Do not include incidentals here)</small>								\$
BUSINESS CALLS/FAX/INTERNET/COPIES								\$
BUSINESS MEALS	Breakfast							\$
	Lunch							\$
	Dinner							\$
REGISTRATION FEE/MATERIAL FEE/EDUCATIONAL ITEMS								\$
PARKING/FUEL								\$
GROUND TRANSPORTATION								\$
TOTAL EXPENSES	\$	\$	\$	\$	\$	\$	\$	\$
PREPAYMENTS/TRAVEL ADVANCES								
PO# / CONTRACT #	VENDOR							AMOUNT
								\$
								\$
								\$
TOTAL PREPAYMENTS/ADVANCES								\$
NON-TRAVEL EXPENSES								
ITEM(S) PURCHASED				NON-TRAVEL BUDGET CODE(S)				AMOUNT
1.				-- / -- / -- /0/ -- / -- / --				\$
2.				-- / -- / -- /0/ -- / -- / --				\$
3.				-- / -- / -- /0/ -- / -- / --				\$
JUSTIFICATION FOR EMERGENCY PURCHASE				TOTAL NON-TRAVEL EXPENSES				\$
1.				TOTAL TRAVEL EXPENSES				\$
				TOTAL PREPAYMENTS/ADVANCES				\$
2.				TOTAL NON-TRAVEL EXPENSES				\$
				BALANCE DUE				\$

I hereby request reimbursement for the expenses incurred as stated above. I understand that I will only be reimbursed for those expenses substantiated by the attached original, itemized receipts.

Riverside Community College District

Monthly Mileage Report

Employees who use their cars on a regular basis to drive to an off-campus location must file this form with their area Supervisor on the first day of each month. All sections of this form must be completed.

Employee _____ Department _____

Budget Code _____

TRAVELER/EMPLOYEE'S SIGNATURE		DATE	
SUPERVISOR'S SIGNATURE		DATE	

Exhibit E

Total Mileage _____

0.00 @ _____ \$0.55

Amount Due _____

Date	From	To	To	Miles

Employee Signature Date

Supervisor Authorization Date

VP Business Services (if applicable) Date