

**CHAPTER 7: HUMAN RESOURCES
ADMINISTRATIVE PROCEDURE NO.: 7400**

COLLEGE OF THE SISKIYOU

Procedure Manual

Title: Employee Travel

Adoption Date: 10/96

Revision Date: 09/08/98; 02/08/00; 01/23/03; May 12, 2015;
October 11, 2016; February 28, 2018

Responsible Area: Vice President, Administrative Services

Responsible Office: Administrative Services

Policy Reference: Board Policy 7400; Education Code Sections 87032; Government Code Section 11139.8; 2 Code of Federal Regulations Part 200.474

A. Purpose

The purpose of this regulation is to explain, for College employees, the procedural details involved in the administration of Board Policy 7400, "Employee Travel." Employees are expected to be familiar with the provisions of that policy.

It is important that employees and other individuals who incur travel-related expenses, while acting on behalf of the College, are reimbursed in an equitable and timely fashion. It is also important that College travel funds be used effectively, in accordance with all applicable legal and regulatory restrictions.

Assistance with this regulation and the related processes is available in the Business Office.

B. Process Description and Clarification

The usual process of travel and reimbursement involves the following steps:

Travel Requests are prepared and approved, in advance of travel, for all employees planning to travel, whether or not they expect to claim reimbursement.

Documentation is expected for all expenses except meals. Documentation is commonly in the form of original itemized receipts for payment.

Itemization usually includes the name of the vendor, the name of the traveler, the date of the transaction, and a description of the goods or services purchased, with charges detailed.

To expedite the reimbursement process, travelers are asked to include, with their claims, written explanations of any unusual items or situations.

The phrase “actual and necessary costs” refers to the actual amounts paid by travelers for goods or services necessary to accomplish the purposes of the travel, for the benefit of the College.

C. Transportation

Travelers who use private automobiles are reimbursed for transportation costs at the rate in effect for federal tax purposes. The rate will be updated annually as the Internal Revenue Service (IRS) releases new rates.

Travelers are reimbursed for the actual and necessary cost of other usual forms of transportation, including commercial airfare, if the charges were not paid directly by the College.

Reimbursement requests must be submitted within ten days of return from travel.

The actual costs of taxis required in destination cities, however, are reimbursable in full, based on itemized receipts, excluding tips.

D. Lodging

When a stay-over is necessary, travelers are reimbursed for actual and necessary lodging costs. Anticipated stay-overs are included on Travel Requests.

Reimbursement amounts are based on itemized receipts submitted with the claims. Meal, telephone, and other non-lodging charges commonly shown on hotel and motel receipts are not included in the determination of reimbursable lodging costs.

E. Meals

Travelers are reimbursed for meal costs at the rate in effect for federal tax purposes. The rate will be updated annually as the IRS releases new rates. Receipts are not required to support meal claims up to these limits.

NOTE: No reimbursement will be provided for breakfast if travel begins after 6 a.m. or for dinner if travel ends before 8 p.m.

Travelers are not reimbursed for meals included in a registration fee paid directly by the College.

Travelers are not reimbursed for the cost of alcoholic beverages.

F. Meals and One-Day Travel

No reimbursement for meals will be made for one-day travel per IRS regulations.

G. Other

Reimbursement for tips of any kind are not permitted. Travelers are reimbursed for other actual and necessary travel-related expenses on the basis of itemized receipts submitted by the claims. Such expenses include, but are not limited to, the costs of taxis, tolls, parking, baggage handling and College-related telephone calls made necessary by prolonged travel. Personal calls not being claimed as College-related should be lined out of any telephone documentation submitted.

If travelers are unsure whether any items are reimbursable, they should include written explanations of the circumstances.

H. College Credit Cards

College credit cards are available to assist travelers with major expenditures, such as lodging and transportation expenses; except in unusual circumstances, credit cards are not used for meals or incidental expenses. Personal charges on College credit cards are not allowed.

I. Cash Advances

Cash advances are available to assist with gas, meals and exceptional expenses, for travelers expecting to incur significant cash expenditures. Except in unusual circumstances, cash advances are not made for one-day travel. Amounts advanced are usually based on trip mileage and meal limits for the anticipated duration of travel, but travelers may request additional amounts for exceptional expenses anticipated.

Travelers are expected to repay cash advances and submit reimbursement claims within ten days upon completion of the travel. For the convenience of travelers, amounts advanced are deducted from the reimbursement amounts when claims are processed.