

NEW

AP 7400 Travel

Reference: ***Education Code Section 87032***

Date Issued:

Members of faculty, administration, classified staff, governing board, and selected student representatives are encouraged to participate in off-campus activities for institutional, professional, and educational purposes that enhance the programs and services of the Grossmont-Cuyamaca Community College District.

The Governing Board has delegated to the Chancellor, Vice Chancellors, and Presidents authority to approve employee ~~travel (off campus) travel~~ within the United States, Mexico, and Canada to attend educational conferences and meetings. All other international employee travel requests must be approved in advance by the Governing Board. All student travel out-of-state or international must be approved by the Governing Board.

Authorized travel may be reimbursed for actual and necessary expenses, provided the costs to the College or District are within budget appropriations. Reimbursable expenses are designated in District Operating Procedures. include:

- ~~• All necessary official travel on railroads, airlines, buses (receipt required); and other usual means of conveyance, including trolleys, shuttles, ferries, and subways~~
- ~~• Registration fees; receipt required~~
- ~~• Lodging; receipt required~~
- ~~• Meals — reimbursable up to \$55 per day; receipts required~~
- ~~• Parking; receipt required if over \$5~~
- ~~• Business-related miscellaneous travel expenses: minor supplies, postage, and reproduction costs; porter service or incidentals up to \$15 per day; telephone, including computer on-line charges, and FAX charges incurred in conducting college/District business.~~
- ~~• Reimbursable personal expenses — some expenses which are usually considered personal may be reimbursed when the expenses are incurred solely due to the business-travel. For example, reasonable personal phone calls to family or significant others may be reimbursed because the calls would not have been necessary if not for the employee travel.~~

Travel advance prepayments and advances are available for co-curricular and athletic programs where employees are escorting a group of students.

Travel prepayments are available for direct payment to hotel, conference registration, air and other travel arrangements only. ~~Board approval is required for all travel advances for athletics- and out of state field trips. Approval by the appropriate Dean is required for all in-state field trips.~~