

5.8.4P
TRAVEL REIMBURSEMENT
BOARD REVIEW: JULY 10, 1989
REVISED: JUNE 11, 1990
REVISED: OCTOBER 8, 1991
REVISED: MAY 8, 2001
REVIEWED: MARCH 10, 2009

1. Before a travel/expense authorization form is sent to Purchasing, the following signatures are required:

	In State	Out-of-State	Out-of-Country
Requesting Employee	x	x	x
Department Chair/Supervisor	x	x	x
Appropriate Supervising Administrator	x	x	x
Appropriate Vice President		x	x
Superintendent/President		x	x
Board			x

- A. When travel requests have been processed by Purchasing, the subsequent expense claims may be routed directly to the Accounting Department.
- B. Mileage claims should be approved by the appropriate Supervising Administrator and routed to Purchasing.

Purchasing will route processed forms to Accounting for issuance of checks. It is advisable to submit requests well in advance of the date of travel if a check is required. If Accounting is required to issue a check for conference registration/hotel advance, the appropriate original registration form should be submitted with the travel form. Personal cash advances will be processed only if total authorized expenses exceed \$100.

2. Use of Personal Vehicle

- A. The reimbursement rate for use of personal vehicle shall be at the rate per mile allowed by the Internal Revenue Service. Mileage should be calculated from the vehicle odometer.
- B. If a personal vehicle is used in lieu of a scheduled airline carrier, payment is limited to the cost of a round-trip economy fare. This is considered payment in full for all transportation expenses.
- C. Whenever a personal vehicle is used on District business, the employee's insurance is primary and the District's insurance is secondary.
- D. Employees working at more than one location.
1. Employees required to travel to an off-campus location for part of their daily assignment may request reimbursement for each trip. Mileage shall be measured from the Santa Rosa campus to the off-campus location.
 2. Employees working at an off-campus location may request reimbursement for travel to required meetings on the Santa Rosa campus.
 3. Employees are not eligible for travel reimbursement if they are assigned to an off-campus location or if they are teaching an overload assignment at an off-campus location.

- E. Current practice authorizes mileage reimbursement to the first work location assignment for some regular, probationary, and adjunct Health Occupations faculty who are named on a list maintained by the Vice President of Academic Affairs.

Mileage for Health Occupation faculty employed after April 1, 1990 will be reimbursed for mileage in accordance with 2.d.f.

- F. Except for Health Occupations adjunct faculty listed in 2.e., adjunct faculty members are not eligible for mileage reimbursement for teaching assignments.

3. In-District Short Courses

The Dean of Instruction, Educational Programs & Services may authorize reimbursement of actual travel related costs for short courses taught away from Santa Rosa Junior College, but within District boundaries.

4. Meals

The reimbursement rate for the cost of meals which are not reimbursed from any other source are:

Breakfast (if trip departure is prior to 8 a.m.)	\$6.00
Lunch.....	\$10.00
Dinner (if arrival time back on campus is after 6 p.m.)	\$18.00

The District does not allow reimbursement for alcoholic beverages as a meal expense. Meal receipts are not required as supportive data.

5. Lodging

Expenses for lodging must be supported by receipted bills. Employees are encouraged to request Government Discount and to submit tax exemption request documents whenever possible. When an employee shares lodging with a non-District person (spouse, child, etc.), reimbursement to the employee is limited to the single occupancy rate.

6. Other Charges

- A. Parking fees. Receipts are required for reimbursement.
- B. Telephone calls. Only telephone calls and telegrams for business purposes are allowable and listed separately on the Travel Expense Claim. Show dates, names, and organization affiliation or persons called. Employees calling long-distance on behalf of the District should use the most economical means available.
- C. Registration fees. Receipts are required for reimbursement.

7. Discount Plans

There are a number of discount plans available for travel (air fare, lodging, vehicle rental, SRJC-hosted conferences, etc.). This may include a special arrangement with a selected travel agency. Please contact the Purchasing Department for details prior to scheduling plans for travel.