AP 7400 is currently under review. Prior AP 6300.4 found attached is still valid.

AP 6300.4 Travel Expense Claims

Members of the Governing Board and District employees shall be reimbursed for approved travel and conference expenses in accordance with the procedures in this section. An approved travel request is required prior to departure.

Air Transportation

Travel by air will be approved whenever it is found to be as economical as other allowable transportation and/or when the savings of time will be an advantage to the District. All air travel shall be by regularly scheduled airlines, coach class; chartered, private, or nonscheduled airlines may only be used upon approval of the Chancellor.

Automobile Transportation

Travel by District-owned automobile shall be approved by the college president, VCAS, or his/her designee; district vehicles shall only be used for business purposes. The standard size for automobile rental is a compact unless more than two employees share a single vehicle. The District recommends that the employee elect insurance coverage offered by the rental car agencies, unless a credit card containing collision coverage is used to pay for the rental.

Mileage reimbursement for an employee's use of his/her own automobile on District business will be paid at the Internal Revenue Service rate at the time of travel. This rate is intended to cover all costs associated with operation of the vehicle, including insurance, repairs, fuel, and other operating expenses. When an employee elects to use a personal vehicle in lieu of air transportation, the employee will be limited to reimbursement at the economy airfare rate to/from that location, plus the estimated cost of a rental car at the destination point.

Meal Costs

Meal expense reimbursement (including gratuity), per employee, will be paid according to the following schedule, adjusted periodically as directed by the VCAS:

Breakfast	$10
Lunch	$15
Dinner	$30
Total	$55

Meal amounts exceeding the per-diem will not be reimbursed unless approved by a college president, Vice Chancellor, or the Chancellor. If a conference registration includes meals as part of the fee, no expenses for that meal or a substitute meal may be claimed. Meal reimbursements may be claimed if the criteria below are met:

For the first day of travel on a trip of 24 hours or more, if the trip begins:

At/before 6 a.m.	Breakfast may be claimed
At/before 11 a.m.	Lunch may be claimed
At/before 5 p.m.	Dinner may be claimed

For the end of a trip of more than 24 hours, if the trip ends:

At/after 8 a.m.	Breakfast may be claimed
At/after 2 p.m.	Lunch may be claimed
At/after 7 p.m.	Dinner may be claimed

For trips of less than 24 hours, no reimbursement will be provided for breakfast; lunch will be reimbursed if the meeting requires departure before

11 a.m. and return is after 2 p.m.; dinner may be claimed for travel beginning at or before 5 p.m., returning after 7 p.m.

No meal reimbursement will be provided for meetings in which only district employees are present, unless approved by a college president, the Vice Chancellor of Administrative Services, or the Chancellor. Meal expenses claimed for others require a written justification for District reimbursement, including the names, titles, and affiliation of the other parties. Approval by a college president, the Vice Chancellor of Administrative Services, or the Chancellor is required.

Hotel Expenses

While traveling on district business, employees are encouraged to stay at moderately priced hotels, obtaining the government rate when possible. Hotel arrangements should only be sought when the hotel is outside a 45 mile radius from the place of employment. There may be exceptions as approved by the Chancellor, Vice Chancellor of Administrative Services, or college president. Expenses incurred by a partner/spouse while traveling with an employee are not reimbursable; any premium induced as a result of the partner (i.e., additional room charge) will be borne by the employee. No personal expenses including television/movie charges will be reimbursed from a hotel receipt. For room service, the detailed receipts must be submitted.

Other reasonable and necessary expenses attendant to participation in District-approved activities shall be itemized on the appropriate claim form and reimbursed. It is the District's intent that no employee shall incur a personal financial gain as a result of traveling on district business.

Receipts

All claims for reimbursement must be accompanied by "original" receipts. In certain instances (toll, taxi, etc.) when receipts are not furnished, the reimbursement request must clearly explain the nature of the charge and why a receipt was not provided. Receipts submitted for meals paid by a credit card should be in a detailed receipt. If alcoholic beverages are included on the meal receipt, this expense must be removed along with the associated tax and tip, prior to submitting a claim.

Claim Deadlines

Claims for reimbursement are to be submitted within 90 calendar days following the trip. Claims for expenses incurred in the last month of the fiscal year must be submitted by June 30, claims submitted after June 30 may be expensed in the new fiscal year.