SANTA BARBARA COMMUNITY COLLEGE DISTRICT

TRAVEL AND CONFERENCE
ADMINISTRATIVE REGULATIONS AND PROCEDURES

Prepared by
BUSINESS SERVICES DIVISION

Presented to and Approved by
the Board of Trustees of the
Santa Barbara Community College District
on December 18, 1975

REVISED August 4, 1981
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**Attachments:**

1. Travel and Conference Request
2. Claim for Reimbursement for on-the-job Transportation
3. Mileage Chart
This manual is designed to clarify procedures to be used where travel is involved. It is necessary to invoke stringent regulations in order to make certain that travelers and vehicles are properly covered by insurance and to meet the rather precise rules of the State of California and the County of Santa Barbara.

I. TRAVEL

Travel is considered approved absence from the District for a college purpose. Approval is to be by the Superintendent, and by the Governing Board if the estimated costs exceed $100.

A. Exception

Santa Barbara County shall be considered local and shall be approved or disapproved by the appropriate Administrative Dean.

II. MILEAGE

Mileage is reimbursement for use of a privately-owned vehicle for a college purpose. The rate of reimbursement is fifteen cents (15¢) per mile. To claim college reimbursement due after being approved, expense forms must be properly completed. Mileage is, generally speaking, for local commuting by car, while travel is outside the local area. However, mileage can be legally paid (15¢ per mile) to any place within the state (college-owned vehicles are sent outside the local area whenever possible since it tends to be less expensive than paying mileage).

Each employee must submit evidence of public liability and property damage insurance coverage in the amount of at least $50,000/$100,000 and $10,000 before final approval to receive mileage reimbursement is initiated.

III. TRAVEL REQUESTS

A. Approval of Trip

The approval of the Superintendent must be secured for attendance at any conference, convention, workshop, seminar, etc. which would require the employee to be absent from his regular assignment or for which a request for reimbursement of expenses incurred by attendance at such conference, etc. would be asked.

Requests shall be made on the standard Travel & Conference form (Attach. #1) at least two weeks prior to date of travel. Travel & Conference forms are available in the Accounting Office.

B. Attendance

When expenses are paid for attendance at a conference or convention, it is expected that the employee will be present for the duration of the meeting. A brief written report may be requested to be submitted to the Superintendent for presentation to the Board of Trustees. This report should outline one or more ideas which would be of direct benefit to the Santa Barbara Community College District. The representative may be called upon to give a report to various staff groups.
C. Arrival and Departure

Persons attending conferences should arrive in time to be present for the first meeting and plan to return following the last session. If the final session ends late afternoon or evening, and the distance to be traveled is more than 150 miles, an additional night's lodging will be authorized, if reasonable.

D. Team Travel

1. Team travel may be submitted for the entire season on one request merely by attaching the approved schedule and indicating estimated departure times, number of individuals who are to be transported, etc.

2. Team travel is handled through the office of the Administrative Dean, Assistant Dean, Student Activities, Student Services.

IV. TRANSPORTATION

A. District employees are to use the District's passenger vehicles for school business travel if they are available and when such use is consistent with the needs of the occasion.

B. Transportation via commercial airline is generally recommended when the distance from the college is greater than 150 miles one way. When air travel is required, travel shall be by air coach class except in cases when scheduling difficulties or other considerations make first class travel necessary. Any variance from air coach class service must have the approval of the Superintendent before reimbursement for that expense can be made.

C. Whenever the mode of transportation selected is automobile, whenever two or more employees are attending the same meeting, conference, etc., and whenever feasible, only one vehicle will be used for reimbursement purposes.

D. Air travel may be scheduled on all scheduled flights regardless of size or type of plane, including helicopters. Charter flights with companies that have scheduled flights over the same route may be used - this would be similar to a second section of a regular flight but would be a chartered flight.

E. THE OFFICE OF THE ASSISTANT SUPERINTENDENT, BUSINESS SERVICES ONLY WILL MAKE ALL PLANE RESERVATIONS FOR EMPLOYEES TRAVELING ON DISTRICT BUSINESS.

Employees utilizing air travel as the mode of transportation must contact the "travel secretary" to give the arrival and departure details for reservations. Air line tickets will be released upon receipt of an approval Travel & Conference request. NO EMPLOYEE IS AUTHORIZED TO CONTACT A TRAVEL AGENT OR AIRLINE AND BILL THE COST OF TICKETS TO THE DISTRICT.

V. USE OF DISTRICT VEHICLES

A. Use of District Vehicles Will be Governed by the Following:

1. Keys and credit cards will be issued in the office of the Assistant Dean, Student Activities, for out-of-District travel only upon receipt of a completed and approved Travel & Conference form.
2. Keys and credit cards will be issued to college employees only. They will not be issued to students. Departmental budgets will be charged 15¢ per mile. rates in effect for specific vehicles.

3. Use of District vehicles is restricted to official business of the District. Use of vehicles for personal or unauthorized purposes is outside the protection of the District's insurance policy and individuals may be held personally liable for personal and property damage.

4. District vehicles are to be returned to Student Activities area at the conclusion of the trip. Exceptions to this procedure may be granted by the Assistant Superintendent, Business Services, when the start or finish of a trip makes such garaging inconvenient or impractical. This exception will need to be arranged in advance of departure.

5. Keys and credit cards are to be returned to the office of the Assistant Dean, Student Activities, as soon as possible after the conclusion of the trip, together with a completed trip slip.

6. In the event any mechanical or operational difficulties are noted, it is expected that users will inform the office of the Assistant Dean of Student Activities so that repairs may be made. In the event of mechanical breakdown while on a trip, users are authorized to have minor (under $100) repairs made and charged to the credit card account or to pay for such repairs and be reimbursed upon presentation of the paid and itemized invoices. Major repairs must be approved by the Assistant Superintendent, Business Services. Business Manager.

B. The District insurance policy is valid only when the transportation of passengers is specifically approved and authorized in accordance with policies of the District. Persons who transport passengers without administrative authorization do so without the protection of the District Insurance policies.

The Assistant Superintendent, Business Services, is available to secure an interpretation of insurance coverage should there be any other situation develop which is not covered herein.

1. District Employees Using District Vehicles: All employees transporting students in District vehicles on approved trips are covered by the District policy.

2. District Employees Using Employee-Owned Vehicles: All employees using their private vehicles and receiving mileage reimbursement while transporting students on approved trips are insured by the District's insurance carrier in the event the employee's insurance is not valid under these circumstances. The employee's insurance would have primary responsibility, but should the employee's carrier refuse to respond to any claim or action, the District carrier would respond in the employee's behalf.

C. Student Use of District Vehicles: Operation of District vehicles by students, while on an approved trip and under the direct supervision of an instructor, is permissible. Requests for approval of student drivers will need to be submitted at least thirty (30) days in advance of need and shall include the student's full name, address, date of birth, and valid California Driver's License number. In no circumstance, however, is a District vehicle checked out to a student; it is always in the care and custody of an instructor. a college employee.
D. Adults Who are Neither Employees or Students: When it is necessary to utilize this category of persons for assistance in the transportation of students, the person or persons become an agent of the District. It will be necessary to submit the person's name for approval to the office of the Assistant Dean of Student Activity in advance of the trip in order that the District policy cover these people.

E. Requests and Use of the ASB Controlled Vehicles: The ASB, through the Assistant Dean, Student Activities, authorizes the use of ASB-controlled vehicles.

1. Requests for vehicles controlled by the Assistant Dean of Student Activities for officially-approved activities must be submitted on a request form for use of college vehicles or by personally contacting the Assistant Dean, Student Activities. Departmental budgets will be charged 15¢ per mile at rates in effect for specific vehicles.

2. If a request is made for transportation for an approved ASB activity and an ASB-controlled vehicle is not available, the Assistant Dean, Student Activities will determine if a District vehicle can be cleared for the trip in question.

If no transportation, ASB or District, is available, it is the responsibility of the Assistant Dean, Student Activities, to make a decision in regards to the disposition of the transportation request.

3. When approval has been granted for use of ASB-controlled vehicles, keys and credit card will be obtained from the office of the Assistant Dean, Student Activities. Please leave vehicles across from the Campus Center in the "E" space next to the Bookstore.

VI. TRAVEL EXPENSE REIMBURSEMENT

The District shall reimburse the actual and necessary expenses of the Superintendent, members of the Board of Trustees and other employees of the District as approved by the Board of Trustees. Reimbursement for travel and subsistence is paid by regular warrant when the claim is substantiated by a completed and approved travel authorization and expense form. All required information and necessary receipts must be provided to constitute a valid claim. Such reimbursement shall be made within the following limitations:

A. Transportation

Reimbursement for transportation expense for use of personal car shall be made at the rate of 15¢ per mile but in no case shall such reimbursement expense exceed the sum of the following:

1. Round trip air fare via the fastest, most economical, most direct route.

2. Round trip mileage between the college and the air terminal at the rate of 15¢ per mile.

3. Parking fee at the terminal, if over $5.00, must have a receipt.

4. Limousine or taxi fare between the air terminal and conference destination at $7.50 one way or approved car rental expense.
B. Meals and Lodging

Board policy authorizes reimbursement for actual and necessary expenses for costs incurred for meals and lodging while on District business at a combined rate not to exceed a daily average maximum of $60.00, providing that requests for accommodations shall be made for the minimum rate of hotel or motel housing for this meeting. If conference headquarters is used, the minimum rate for single occupancy will be reimbursed.

$20
Reimbursement for meals shall be for actual and necessary expenses, but shall not exceed $15 per day. If meals are part of the conference program or registration, the subsistence allowance may be increased by such additional costs when approved by the Superintendent or his designee. Reimbursement for meals not involving overnight lodging shall be for actual and necessary expenses, but shall not exceed $5.00 for lunch or $3.00 for breakfast. No reimbursement will be made for meals for one-day conferences where no overnight stay is involved. Employees on monthly mileage allowance shall not receive other mileage reimbursement for in-district business travel. Reimbursement for meals at in-district meetings where the meals are a part of the meeting will be at the above schedule.

C. Other Expenses

Reimbursement will be made for streetcar, taxi, and bus fares, bridge and road tolls, business telephone calls, conference registration fees, porterage and parking charges. Laundry and valet charges may be reimbursed if attendance is for more than two full days. Cost of membership dues and alcoholic beverages will not be reimbursed. Receipts will be required for conference registration fees and laundry and valet charges.

D. Parking Fees

Parking lot fees are reimbursable and must be substantiated.

E. Receipts

Claims which include lodging and/or transportation by common carrier will not be allowed unless accompanied by receipts. This is also applicable to expenses on state-owned equipment. Receipts are not required for meals or transportation by means of local street cars, local buses, and taxicabs. RECEIPTS WHICH HAVE BEEN ALTERED IN ANY MANNER ARE NOT ACCEPTABLE.

1. Lodging receipts will be required for all periods of travel covering more than one calendar day. These receipts shall contain the following information and be implemented in the manner indicated:
   a. Name of hotel
   b. City or town (street address if private home)
   c. Name of person to whom issued
   d. Date of issue
   e. Body of receipt must show dates for which lodging is charged, single rate per day and total amount paid
   f. When more than one person occupies a room, both names must appear on the receipt, the full charge shown, the single rate shown, and claimant should ask reimbursement for single rate or proportionate share, whichever is applicable.

Items B, C, D, and E revised.
Adopted by Board of Trustees
November 10, 1977
g. Receipts must be marked "paid" and signed by the person issuing the receipt.

h. Receipts must be issued by hotel or motel on its own receipt form, if available.

i. If a motel or private home does not have its own receipt form, other receipts may be accepted.

j. Receipts should be made out by the person issuing them. (NOTE: When no lodging is claimed, the notation "stayed with friends" should be indicated on the claim.)

k. Credit card receipts are not acceptable.

2. Transportation receipts issued by the transportation company will be required for all claims where reimbursement is being claimed. These receipts must contain the following information:

   a. Name of traveler

   b. Destination (round trip fare should so indicate)

   c. Date

   d. "Tax Exempt" must be designated on receipt. The state cannot pay federal excise tax. (Exemption Certification may be secured from the Director of Purchasing.) Present exemption certificate to the transportation company at time fare is purchased.

   e. Amount

   f. Signature or initials of agent who issued fare

   g. Stubs are not acceptable as receipts but must be attached to travel claims as evidence that travel was actually performed.

3. Receipts for expenditures on District-owned equipment are required, including the following information:

   a. Name of vendor

   b. City or town

   c. Name of person to whom issued

   d. Date of issue

   e. Body of receipt must be itemized and unit price must be shown

   f. Receipt must be marked "paid" and signed or initiated by the person issuing the receipt, indicating the title of that individual.
g. Name of traveler
h. Ownership of automobile
i. License number
j. Place of departure and arrival each day
k. Mileage traveled (odometer readings at beginning and ending of travel each day)
l. Signature of traveler
m. Signature authorizing travel

F. Excise Tax

School districts are exempt from federal excise tax. Such exemption is obtained by executing an exemption certificate for the vendor. Exemption certificates are handled and may be obtained from the Purchasing Department.

G. Advancement of Funds

When a deposit is required as part of the process of reserving facilities for the employee traveling on authorized District business, the amount of that deposit may be paid by the District in advance of the meeting. When an employee is traveling on authorized District business, the District may advance to him, if the estimated expenses exceed $50.00, an amount of money estimated to meet 75% of his needs in such travel. For purposes of estimating only, the advance should include: Transportation - the amount required by tariff schedule of carrier selected; lodging $15.00 per day; meals - $10.00 $20.00; telephone, and other miscellaneous expenses - $3.00 per day.

VII. TRAVEL TIPS

A. Only actual expenses within the limitation provided may be paid. When mileage reimbursement is claimed for private transportation, odometer readings or map mileage for point-to-point travel must be shown. When lodging and meals are claimed, lodging receipts must be attached. Travel expense vouchers must be executed in full to constitute a valid claim for travel reimbursement.

B. Travel of public officers and employees is exclusive, thus prohibiting payment of travel reimbursement to a person who is not an officer or employee of the District.

C. A claim for travel expense without authorized approval of the Superintendent and/or Governing Board is invalid.

D. Reimbursement of an individual for purchase of motor fuel is not provided for in the statutes.

E. Use of District credit cards to purchase fuel, etc. for other than a District vehicle may result in misappropriation of funds and cannot be permitted.
F. Credit card charge slips which do not bear the signature of the recipient and the license number of the vehicle are not acceptable as substantiating documents to support a claim for reimbursement and must be disallowed.

G. An individual may claim expenses only for himself. Each person traveling must file a proper travel claim in his own name. Travel must be approved in advance.

H. Travel reimbursement may be paid only for necessary college business. Payments of travel for any other than a college purpose, no matter how worthy or beneficial the result, are invalid and not recoverable.

I. Lodging receipts must accompany claims for overnight reimbursement.

VIII. INSTRUCTIONS FOR COMPLETING "TRAVEL AND CONFERENCE REQUEST"

A. Complete all applicable spaces.
   1. Your name and division or department
   2. Title of conference or purpose of travel; full title, no abbreviations
   3. Dates of conference, including travel time
   4. Location of conference or meeting
   5. Indicate if substitute is needed and applicable dates
   6. Estimated expenses in accordance with schedules
   7. Mode of transportation, i.e., private car, District vehicle, air, etc.

B. Submit to Department/Cluster Chairperson for approval.

C. Submit to Administrative Dean, or Business Manager for approval.

D. Once the Administrative Dean has approved, the request form will automatically be forwarded to the Superintendent and the Board for approval.

IX. INSTRUCTIONS FOR COMPLETING "TRAVEL AND CONFERENCE REQUEST" - LOWER PORTION

A. Date each daily column as appropriate for days of absence for which reimbursement is requested.

B. List the total expenses for each day in each appropriate space.

C. Total each daily column.

D. Indicate total amount of claim.

E. Sign in "Signature" block.

F. Attach all required receipts.
G. Submit to the Accounting Office upon completion of form.

H. The form will then be audited in the Accounting Office for processing to the Board, County Superintendent, and County Auditor.

I. A warrant will be issued for approved claims generally within 30 calendar days.

J. Approved warrants will be issued to claimant upon their return from the County Superintendent.

DKS
12/4/75
ATTACHMENTS

1. TRAVEL AND CONFERENCE REQUEST FORM

A sample copy. The top portion is to be completed at time of request and the bottom portion is to be completed after return. All 6 copies are to be submitted to the appropriate office upon approval; 5 copies will be returned to the employee for completion of the lower portion after trip.

2. CLAIM FOR REIMBURSEMENT FOR ON-THE-JOB TRANSPORTATION

This form is to be used by those employees who are required to use their personal vehicle for business purposes within the District and who do not receive a flat month allowance.

3. MILEAGE CHART

The attached mileage chart is the approved mileage to listed points from Santa Barbara.

COPIES OF THE ABOVE FORMS ARE AVAILABLE IN THE DISTRICT ACCOUNTING OFFICE.

DKS
12/4/75
SANTA BARBARA COMMUNITY COLLEGE DISTRICT
TRAVEL AND CONFERENCE REQUEST

FOR ACCOUNTING PURPOSES ONLY

INSTRUCTIONS TO STAFF MEMBERS:

PLEASE TYPE

WHEN MAKING REQUEST, COMPLETE THIS SECTION
ONLY & SUBMIT ALL COPIES TO APPROPRIATE ADM. DEAN FOR APPROVAL

INSTRUCTIONS TO ADM. DEANS:
AFTER APPROVAL, SUBMIT ALL COPIES TO SUPERINTENDENT'S OFFICE.

DIVISION AND DEPT. OR OFFICE

ACCT. NO.

COST ESTIMATE

Trans. $

Meals $

Lodging $

Fees, etc. $

TOTAL $

SUBSTITUTE REQUIRED
CHECK HERE

APPROVED ESTIMATE $

I UNDERSTAND THAT NO TUITION PAYMENTS CAN BE MADE BY THE SBCCD

Signature

STATE

DIVISION

MODE OF TRANSPORTATION

APPROVED BY:

ADMINISTRATIVE DEAN

APPROVAL AND AUTHORIZATION
Above request is hereby granted. Payment of claim is authorized to extent that audit shows expenses incurred and supported in accord with Sections 948 and 13002 of the Education Code, and SBCCD Board policies.

SUPERINTENDENT - PRESIDENT

SUPERINTENDENT - PRESIDENT

DO NOT COMPLETE PORTION BELOW UNTIL EXPENSES ARE KNOWN

INSTRUCTIONS TO STAFF MEMBERS:

DATE

MEALS NO RECEIPT REQUIRED

TRANSPORTATION RECEIPT REQUIRED EXCEPT FOR TAXI

HOTEL RECEIPT REQUIRED

OTHER EXPENSE RECEIPT REQUIRED EXCEPT AS NOTED BELOW

DAILY TOTAL

SUBMIT ALL COPIES OF COMPLETED CLAIM TO BUSINESS OFFICE

LESS AMOUNT ADVANCED ON WARRANT NO. DATE

EXPLANATION OF OTHER EXPENSE:

TOTAL:

I declare under penalty of perjury that the above information is true and correct.

SIGNATURE:

RECEIPTS MUST BE ATTACHED FOR ALL EXPENSES EXCEPT MEALS, TAXI, AND TELEPHONE CALLS. ITEMS LISTED UNDER "OTHER EXPENSE" MUST BE EXPLAINED. IF TRANSPORTATION BY COMMON CARRIER IS PURCHASED AN EXEMPTION CERTIFICATE MUST BE SECURED FROM THE BUSINESS OFFICE AS NO REIMBURSEMENT CAN BE MADE FOR TRANSPORTATION TAX PAID.

SCHOOL DISTRICT PROHIBITED FROM PAYING FEDERAL EXCISE TAX, PLEASE SECURE EXEMPTION CERTIFICATE FROM BUSINESS OFFICE.

DATE: / / BOARD MEETING DATE: APPROVED ASST. SEC'T/CLERK

Attachment #1
Submit in Triplicate to Accounting Office

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLAIM FOR REIMBURSEMENT FOR ON-THE-JOB TRANSPORTATION

Must have approval of Immediate Supervisor before submitting to Business Office for approval

NAME ____________________________ PERIOD ____________________________

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TOTAL MILEAGE

TOTAL MILEAGE   \times \$ PER MILE = AMOUNT CLAIMED $

I certify that the foregoing is a true and correct statement of the use of my personal automobile for the necessary travel performed by me in carrying out my assigned duties as an employee of the Santa Barbara Community College District.

__________________________
Signature of Payee

APPROVED ____________________________
Supervisor

This is to certify that all persons whose names appear upon the above expense account have subscribed to the Oath of Allegiance for Civil Defense Workers and Public Employees in accordance with the provisions of Chapter 8, Division 4 Title 1, of the Government Code, as enacted by the 1950 California State Legislature, and that said oaths are on file with the Board of Trustees of this District.

* CWT = One Way Trip
* RT = Round Trip

__________________________
Asst. Secretary-Clerk, Board of Trustees
Santa Barbara Community College District

Attachment #2

2/8/74
1-County 2-Accounting 3-Payee