



## **AP 7400 TRAVEL AND CONFERENCE**

### **Reference:**

Education Code Section 87032;  
2 Code of Federal Regulations Part 200.474

The District's Accounting Office may provide prepayment of some travel and conference expenses once the request for travel and conference and estimated costs have been approved. Travel advances are entirely discretionary and, in most instances, will only be authorized to cover meals and incidental costs for approved travel. Advances will be adjusted upon the filing of the Travel and Conference Form of actual expenses incurred in accordance with this procedure.

Original receipts for all expenses must accompany requests for reimbursement. Per diem meal limitations are established by the District based on Internal Revenue Service (IRS) guidelines according to the travel destination. Employees are responsible for the difference in cost of the actual meal charge and the established per diem limit.

The use of personal vehicles by employees on District business is at the employee's own risk. An employee's personal vehicle insurance is considered primary coverage.

Mileage for use of an employee's personal vehicle will be reimbursed at the current IRS-approved rate, and ferry, bridge, and toll charges may be claimed in addition to mileage.

Reimbursement for expenses related to those traveling with the employee and in-room movies, alcoholic beverages, personal use items, and hotel laundry are prohibited.

Also see BP/AP 2735 Board Member Travel

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**Approved:** March 7, 2016

**Legal Reference Update #29:** October 2016