

1.0 Authorization

- 1.1 Authorization for an employee or a student of the Los Rios Community College District, or other person, to participate in a conference or special business trip, is granted when an appropriate travel authorization form is signed by the Chancellor or designee.
 - 1.1.1 All authorizations must be obtained prior to time designated for departure.
 - 1.1.2 No authorization shall be given unless funds have been appropriated to cover anticipated travel and conference-related expenses.
 - 1.1.2.1 Travel funds shall be allocated by the College President or designee at the College or by the Chancellor or designee at the District Office.
 - 1.1.2.2 Generally, travel will be limited to within a 500-mile radius of Sacramento. Requests to travel beyond the 500-mile limit must be approved by the Chancellor or designee.
 - 1.1.3 Conference expenses will vary for various conferences. Care shall be exercised in the administration of the travel budget at each location so as to provide opportunity for as great a participation as possible.
 - 1.1.4 Authorizations may be issued where the best interests of the District are served, and according to the following criteria:
 - 1.1.4.1 The employee or student occupies a position relating to the field which will be considered and discussed at the conference;
 - 1.1.4.2 The employee or student has a special interest and qualifications relating to the field which will be considered at the conference, and the individual is qualified to offer a significant contribution to the District upon his/her return;
 - 1.1.4.3 Attendance of an employee, student, or other person is considered of such importance or value that the Chancellor, administrative officer, or supervisor of an employee or student initiates the request.
 - 1.1.5 An employee or student who holds a state or national office in a recognized organization devoted primarily to the improvement of education may be authorized to be absent without the loss of pay to perform the necessary duties of the office, provided no other expenses to the District will be involved.
 - 1.1.6 Upon request, persons authorized to travel at District expense will make written reports on their trips.

2.0 Employee Compensation

- 2.1 A District employee will receive his/her usual salary or wages for authorized participation in a conference or special business trip as outlined in 1.0 above.

3.0 Reimbursement of Allowable Expenses

- 3.1 An employee, student, or other person will receive reimbursement for necessary and reasonable expenses with the following limitations:
- 3.1.1 All requests for reimbursement shall be reasonable, and at the lowest rates available, except in extenuating circumstances. The District shall set guidelines on allowable costs.
 - 3.1.2 Payment of mileage on personal cars used on approved trips shall be at the rate per mile specified in Administrative Regulation [R-8343](#) or the total cost of the lowest air fare, \$30 average roundtrip mileage cost to get to/from the airport, plus parking fees at the daily uncovered lot, and \$60 roundtrip allowance for shuttle to/from the airport at the destination, whichever is less.
 - 3.1.3 Receipts for transportation (when on a public carrier and not charged against a District purchase order) and conference registration fees must accompany claim for reimbursement. A canceled check or credit card slip or statement is not acceptable as a substitute for a receipt.
 - 3.1.4 Air fare may be charged on the District account established with certain travel agencies. Arrangements for purchase order or tickets will be made through the college Business Office or the District Business Office. Actual lowest air fare is allowed on public carriers when in conformity with published rates unless a private car at rates allowable by the Internal Revenue Code would be less than the total cost of travel specified in 3.1.2.
 - 3.1.4.1 In lieu of a claim based on a ticket on a public carrier, the mileage rate allowable by the Internal Revenue Code per mile may be used. The claim for transportation costs incurred in this manner may not exceed the total cost of the lowest air fare, \$30 average roundtrip mileage cost to get to/from the airport, plus parking fees at the daily uncovered lot, and \$60 roundtrip allowance for shuttle to/from the airport at the destination.
 - 3.1.5 Payments to employees and students for lodging and meals are allowed within budgetary authorization of the District/Colleges but no greater than as specified as follows:
 - 3.1.5.1 Actual reimbursement for lodging for the employee at a per day rate not to exceed the single occupancy rate established at the conference site.

3.1.5.2 Payments for meals shall be reimbursed if travel is outside the District boundaries and involves overnight stay at no greater than the rates established as follows:

Meal Allowance	
Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$31.00
Total	\$56.00

When travel is outside the District boundaries and includes an overnight stay, the total meal allowance shall be paid for each complete 24 hours of travel, beginning with the traveler's time of departure. For fractional parts of the day, the appropriate meal allowance shall be reimbursed. Such reimbursement shall consider the time of the traveler's departure and return.

3.1.5.3 Should certain meals be included in the registration fee of the conference, the related meal allowance shall not be claimed as stated.

3.1.5.4 Receipts are required for reimbursement of travel expenses such as parking fees, vehicle rental, bridge tolls, shuttle services, and business related telephone calls. Tips paid to established transportation providers (e.g. Uber, Lyft, Super Shuttle, and Yellow Cab) will be reimbursed up to 15% of the total pre-tip charge. The tip must be included on the receipt issued by the transportation provider.

3.1.5.5 If the travel includes an overnight stay, incidental travel expenses shall be limited to \$5.00 per 24 hours of travel. Incidental travel expenses are intended to cover costs associated with travel such as baggage handling, personal phone calls, and other miscellaneous travel expenses.

3.2 To be reimbursed, the individual must have obtained prior approval for the travel or conference activity. After approval has been given by the Chancellor or designee, the request form is returned to the employee with appropriate notation to the individual. The travel expense claim and receipts for transportation, conference registration expenses and lodging and other receipts must be filed with the administrative officer authorizing the travel or

conference attendance. These documents are subsequently processed utilizing existing business procedures.

- 3.3 Upon approval of the administrative officer, the employee may receive a cash advance for travel expenses. Such advance must be requested on the travel authorization a minimum of three weeks prior to departure. Advances must be at least one hundred dollars (\$100) and for no more than the amount reasonably needed.
- 3.3.1 Receipts are required for substantiating advances; cancelled checks and credit card slips are not considered receipts. Substantiation of expenses and any unused advances should be submitted no later than three (3) days after attendance at the conference or return from travel.
- 3.3.2 Additional travel advances will not be processed if a previous advance is outstanding and it has been over 30 days since the related travel ended.
- 3.4 Established transportation providers may be used to commute to a downtown Sacramento location for work purposes and will be reimbursed up to the mileage from the assigned work location plus the expected costs of parking (not to exceed \$18/day).
- 3.5 Established transportation providers may be used to commute to the Sacramento airport for work purposes and will be reimbursed up to the mileage from the assigned work location plus the expected costs of parking at the daily uncovered lot.

(Formerly R-8331) (Cross-Reference [R-8343](#))

LRCCD

Adm. Regulation Adopted: 4/7/65
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