



ADMINISTRATIVE PROCEDURES

No. 7400.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

TRAVEL MANUAL

FORWARD

The procedure's purpose is to provide information and guidance to staff members regarding District travel. The outlined procedures are in general terms so as to allow reasonable flexibility. These procedures may not cover every possible situation. It is recommended that all travelers discuss unusual situations or items with Fiscal Services prior to the trip.

TRAVEL POLICY AND REGULATIONS

Members of the Board of Trustees, employees, and students of the Mendocino-Lake Community College District are eligible for reimbursement of expenses as provided by this policy when on official travel status.

OFFICIAL TRAVEL STATUS

An individual is on official travel status when an approved Travel Requisition is on file with the Fiscal Office. An approved Requisition is one signed by the supervisor, the appropriate manager and the responsible Vice President or designee. In addition, all out-of-state travel requests require approval by the Superintendent/President. Travel Requisitions are due in the ESCAPE (Accounting System) Office at least seven (7) working days prior to travel.

TRAVEL ADVANCES

1. Advances are available for estimated travel costs while on official travel status, providing requests reach the Fiscal Office at least seven (7) working days prior to travel.
2. If the hotel reservations, conference registration, etc., requires prepayment, the Travel Requisition must arrive in the Fiscal Office at least seven (7) working days prior to the prepayment deadline.
3. Advance requests need Fiscal Office approval.
4. Advances to the traveler will be available in the Fiscal Office or by direct deposit. Advances will be disbursed up to three (3) working days prior to the trip.
5. The traveler will be held responsible for the total advance received until a properly completed Travel Expense Claim is filed with the Fiscal Office as explained below. Should the trip be cancelled, any advanced funds must be returned immediately to the Fiscal Office.
6. Travelers with delinquent expense claims are ineligible for travel advances for subsequent trips.
7. Travel Requisitions are required for all trips whether or not expenses are to be charged to the District.

REIMBURSEMENT

1. Claims for reimbursement are due in the District Fiscal Office on a Travel Expense Claim Form immediately upon completion of the trip, but no more than ten (10) working days later.

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Page 1 of 5

2. Travel advances will be used to reduce the amount of the travel reimbursement claim and will be handled as follows:
 - a. If the expenses claimed are less than the amount of the advance, a check payable to Mendocino-Lake Community College District for the difference should accompany the Travel Expense Claim. If the amount due is less than \$5.00, no refund to the District is expected.
 - b. If expenses are greater than the amount of the advance, a check for the difference will be mailed to the traveler at the address indicated on the Travel Expense Claim. There will be no additional payment to the traveler if the amount due is less than \$5.00.
3. Travel Expense Claims must be signed by the traveler and approved by the traveler's supervisor.
4. Only expenses actually incurred, supported by receipt and in accordance with District travel procedures, are eligible for reimbursement.
5. Reimbursement is limited by contractual restrictions, code requirements, reimbursement rate maximums (i.e., mileage, meals, and lodging), and the availability of funds. In order to timely determine if any of the above limitations exist, a Travel Request Form must be submitted to the District Fiscal Office at least seven (7) days prior to travel.

PUBLIC TRANSPORTATION

1. Train, bus, taxi, shuttle, and air travel fares are eligible for reimbursement.
2. Individuals must make their own travel arrangements consistent with this policy. Reimbursement is made only for travel by the most direct route and most economical mode of transportation.
3. Reimbursement for air travel is limited to less than first-class fares whenever such reduced fare accommodations are available. First-class accommodations are allowed only when less than first-class accommodations would: require circuitous routing; require travel during unreasonable hours; or greatly increase the duration of the flight. Where reimbursement for the cost of first-class fare is requested, the Requisition must provide the justification. In the absence of an explanation, reimbursement will be at the appropriate reduced rate.
4. Claims for reimbursement of train, bus, or air travel must be supported by ticket stubs or receipts. Absence of receipts must be explained in the Travel Expense Claim. Travel tickets or stubs for all fares claimed for reimbursement on the Travel Expense Claim must be attached to the Travel Expense Claim for the trip.
5. Taxis or ride sharing services are allowed between terminals and hotels or places of business, upon arrival or departure; and between hotel and place of business if shuttle service is not provided.
6. Travel to and from San Francisco, Oakland, Sacramento, and Santa Rosa airports will be reimbursed for travel by private automobile or airporter for both departure and return, or one round trip plus parking at the airport.

AUTOMOBILE TRAVEL/DISTRICT OWNED VEHICLES

1. All drivers must be at least 18 years of age and must possess a valid California Class C driver's license. A valid California Class B driver's license with passenger endorsement and valid medical certificate on file with Human Resources are required for all persons driving the 12 passenger vans and carrying passengers.

2. Safety of vehicle passengers, as well as the public in general, must be the prime consideration when approving any driver. Driver is responsible to ensure that all occupants wear seat belts when vehicle is being operated.
3. Passengers in vehicles being used for District business are limited to faculty, staff members, students, and persons conducting official business with or on behalf of the District. Friends or relatives of faculty, staff members, and students participating in College related functions shall not be transported in vehicles being used for District business.
4. An approved driver has the responsibility of operating an assigned vehicle in strict compliance with all laws. Any citations, fines, or confinement resulting from violations of the law will be the driver's responsibility and could result in loss of driving privileges. All motor vehicle accidents or traffic violations must be reported immediately to the Director of Facility Services.
5. Except in case of emergency, changing the approved destination or authorized driver is not permitted without the knowledge and consent of the Director of Facility Services, appropriate Dean, or Vice President.

AUTOMOBILE TRAVEL/PRIVATELY OWNED VEHICLES

1. Reimbursement for travel by private automobile:
 - a. Shall not exceed the equivalent of round-trip economy air fare. This is considered full reimbursement for all transportation expenses. Reimbursement for meals, lodging and expenses other than for transportation are limited to those normally incurred during the period of time applicable to commercial air travel.
 - b. Will be paid to the owner of the vehicle at the District approved rate per mile in those cases where two or more staff members share the vehicle and it is demonstrated that the total costs incurred by all travelers (mileage, meals, lodging, etc.) during the normal driving time, are no more than the cost to the District had they gone by air. Expenses for meals, lodging, and other expenses while traveling must be shown separately on the Travel Expense Claim.
 - c. Is allowed when mileage is incurred in the vicinity of the destination and at the District approved rate per mile when the vehicle is used for business purposes in the area being visited. This item should be shown separately on the Travel Expense Claim.
 - d. See also Admin Reg. 7400.2 – Mileage Reimbursement.
2. The District's insurance does not cover privately owned vehicles, operators or occupants for claims or losses while used for District business. It is required that privately owned vehicles are insured by their owners as required by California Financial Responsibility laws. Therefore, a Private Vehicle Certification Form acknowledging that the District will not be responsible for damage to the owner's vehicle and certifying that he or she carries liability insurance for his or her own protection is included on the Travel Requisition and is acknowledged by the employee by submitting the Requisition.

AUTOMOBILE TRAVEL/RENTAL VEHICLES

1. The use of rental vehicles is limited to situations where District vehicles or commercial transportation either are not available, or their use is impractical. For maximum economy, the use of compact cars is encouraged.
2. Rental car expenses must be supported with receipts.

3. The District insurance does not cover physical loss of or damage to rental vehicles. Rental agencies provide full coverage insurance for a nominal cost. Such insurance shall be purchased as part of the rental agreement.

ATHLETIC TRAVEL/COMMERCIAL TRANSPORTATION

1. All trips outside the Mendocino-Lake Community College District made by College athletic teams should be arranged on commercially chartered buses (for larger teams) or rental vehicles (for smaller teams).
2. Exceptions to Paragraph (1) above may be made if such transportation is unavailable or is impractical; however, exceptions must be approved by the Vice President of Administrative Services.
3. The Athletic Department will arrange all transportation for athletic teams in accordance with approval District procedures, including a properly processed Travel Request Form with approval from the Fiscal Office.
4. The District will reimburse student athletes on travel status for meals which are not reimbursed by any other source at the rate of \$20.00 per day.

MEALS AND LODGING

1. The District will reimburse authorized individuals on travel status for the actual expenses of meals and lodging which are not reimbursed from any other source. Actual lodging expenses are not to exceed reasonable accommodations for that specific area. Meal expenses are not to exceed the Federal Per Diem Rates for breakfast, lunch and dinner. Expenses for lodging must be supported by receipted bills. Exceptions for lodging expenses may, with prior approval of the Vice President of Administrative Services or designee be granted when staying at the hotel hosting the conference.
2. When an individual on official District travel shares lodging facilities with a non-District person (e.g., spouse, children, etc.) reimbursement to the traveler is limited to rates for the traveler only. All receipts for such instances must indicate the charges for the single occupancy.
3. Federal Per Deim Rate per day may be claimed for travel days when all three meals are reimbursable. On travel days in which less than three meals are reimbursable, the sum of the allowable meal rates above is the maximum amount which may be claimed.
4. Meals included in conference fees may not be claimed as meal expense.
5. The District does not allow reimbursement for alcoholic beverages at any time.
6. Conferences held within the Mendocino-Lake Community College District will be reimbursed in the following manner:
 - a. Direct payment by the District will be made through the vendor warrant system against an approved purchase order supported by an invoice and a guest check indicating the number of people served. The purchase order must indicate the number of individuals to be served and the purpose of the meeting, or
 - b. Direct payments can be made by the individual responsible for the meeting and reimbursement will be made based on a completed Reimbursement Claim (for mileage and other expenses). Those served and the purpose of the meeting must be detailed.

OTHER TRAVEL EXPENSES

1. Bridge tolls and parking fees are allowable in connection with authorized travel.

2. Telephone calls, fax, and internet access charges made for business purposes are allowable and must be listed separately on the Travel Expense Claim showing dates, names, and organizational affiliation of persons called or contacted.
3. Reasonable expenses incurred for handling, storage, and checking of baggage are allowed. Various registration fees are allowed and should be supported by paid receipts or copy of the program in which the fee is listed.
4. Personal charges will not be approved, i.e., laundry, valet service, tips, entertainment, trip insurance, personal telephone calls, and similar items.

TRAVEL INSURANCE

1. The District's Student Accident Insurance covers currently enrolled students while traveling on College sponsored activities.
2. Employees or agents of the District traveling on District business are covered by the District's general liability insurance and Worker's Compensation Insurance.

SICKNESS, ACCIDENT OR EMERGENCY

1. In case of sickness, accident or emergency occurring while traveling on District business, the responsible faculty/staff member must immediately notify:
 - a. Local emergency or medical services if circumstances so dictate.
 - b. Proper legal authorities in case of accident.
 - c. Their supervisor by telephone. If the supervisor cannot be reached, contact the Fiscal Office.
2. In case of accident or serious illness a written report must be submitted promptly. The authorized District driver is responsible to report in writing every vehicle accident, regardless of fault while traveling on District business. The written report should be submitted to Administrative Services and must include vehicle identification information and all details as required for law enforcement, insurance, and other reporting obligations of the District.
3. It is the responsibility of the traveling faculty/staff member to inform their immediate supervisor of their address and telephone number (s) while traveling. This is necessary so that the staff member can be contacted in case of emergency.

IN-DISTRICT TRAVEL

Provisions for in-district travel and expense reimbursement are described in Administrative Regulation 7400.2.

As this guide deals with typical travel situations, advice regarding special situations may be obtained from the Fiscal Office.