

CENTRAL SERVICES PROCEDURE—ACCOUNTS PAYABLE

TRAVEL REQUESTS

Purpose: To provide guidelines to employees for completing and processing travel requests (TRs).

General:

TRs are to be used for all out-of-district travel, and are to be prepared and approved in advance.

Exception: The TR can be used for in-district travel if prepayments and/or reimbursements for “Travel Related” expenditures is required. If prepayments or reimbursements are not required then mileage for in-district travel can be submitted for reimbursement on a Direct Payment Request form.

Airfare is the only expense that can be reimbursed prior to the travel date. Reimbursement for airfare can either be requested ahead of travel using a Direct Payment Request (DPR) form, or it can be included when the Travel Request form is finalized. If airfare is paid by a DPR, a copy of the travel request form needs to be attached when the DPR is submitted.

An Estimated Travel Expense Report should be attached to the Travel Request at the time of submission. Every effort should be made to document all anticipated expenses associated with the travel. Only travel expenses which are necessary and reasonable shall be reimbursed.

Payment Types:

Payment types are divided into two areas on the TR:

1. Prepayments (conference fees and lodging)
 2. Reimbursements for completed travel.
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Prepayments Types:

The prepayment area is for:

1. Registration fees for a conference or seminar
 - TRs should be prepared far enough in advance (preferably 4 to 6 weeks) to allow for obtaining the required signatures at the colleges and to be sure to take advantage of any early bird discount. Be sure that the uploaded documentation identifies the event, dates, location and all fees. Please attach a completed registration form or invoice.
 - Enter the payee name and vendor number, and complete the address information in the prepay section of the TR. If the vendor is not already in the system, the employee must obtain a W-9, along with a completed Vendor Information form (located on the purchasing website).

2. Lodging at hotels or conference centers

The employee must verify that the hotel accepts checks. If the hotel is not in the system the employee must obtain a W-9 and submit a Vendor Information form.

A confirmation number is required in order to pre-pay lodging expenses. Please list this number along with the hotel name, vendor number and address in the prepay section of the TR. The confirmation number will be entered on the check stub to assist the hotel in identifying the traveler. Once travel is complete, a final hotel folio needs to be uploaded with final travel request.

Prepayment may not be an option if deadlines are too close to the travel date. If this is the case, other forms of payment may be required.

Reimbursements:

Upon return from travel, finalize the TR by attaching all original receipts for valid reimbursements and necessary approval signatures. This must be submitted to Accounts Payable no later than thirty (30) days from the last day of travel. Allow up to 4 to 6 weeks for reimbursement to be processed.

The reimbursement area is for:

1. Airfare

Commercial air travel may be processed on a District purchase order or through reimbursement to the district employee that is traveling. If an employee pays for their air travel, an original receipt showing payment information must be attached to the Direct Payment Request or the Travel Request form in order to process the reimbursement. If reimbursement is paid by a DPR, a copy of the Travel Request form should be attached. Airfare must be arranged to fly via economy or coach. Upgrades are not reimbursable. Employees will only be reimbursed for one checked bag at the standard airline rate.

2. Lodging

Employees are to stay in the conference sponsored hotel when available. Alternate hotels must be at a comparable rate.

Employees must stay at a moderately priced lodging establishment catering to short-term public travelers, such as a hotel, motel, bed and breakfast, public campground, short-term rental (such as Airbnb), etc.

A final hotel folio showing a 0 balance is required for reimbursement. Except in extenuating circumstances, lodging will not be paid when the conference or meeting is within commuting distance (sixty-mile radius of the District Office). Additional approval is required if the per night room costs exceeds \$350.

3. Meals

Effective January 1, 2025 meals will be reimbursed at the following rates. The per diem rate will be updated each year, and will be based on the U.S. General Services Administration standard rates.

Breakfast \$16
Lunch \$19
Dinner \$28

Trip	Breakfast	Lunch	Dinner
One-day Trip	Not Reimbursed	Not Reimbursed	Not Reimbursed
Multi-Day Trips - First Day	Yes - If departure is prior to 7:00 am	Yes - if departure is prior 12:00 pm	Yes - if departure is prior to 6:00 pm
During Multi-Day Trip	Yes	Yes	Yes
Multi-Day Trip - Final Day	Yes - if return is after 8:00 am	Yes - if return is after 1:00 pm	Yes - if return is after 7:00 pm

If one employee pays the cost of a meal for additional employees, the non-paying employees must reduce their total meal cost by the meal per diem rate. The employee paying for the meal, may claim the meal per diem rate for the additional employees.

Meals will not be reimbursed if provided by the conference or hotel. If meals are included on a final hotel folio, they must be excluded from the total lodging expense and included in the total meal cost; reimbursement is limited to the meal per diem rate.

4. Mileage

Use of personal car will be reimbursed at the IRS standard rate.

Effective January 1, 2024 thru December 31, 2024 the mileage rate is 67 cents per mile

Effective January 1, 2025 the mileage rate is 70 cents per mile

For mileage driven on District business to a location other than the employee's regular work site, the employee will be reimbursed for the lesser of either actual miles driven or number of miles from regular work site to destination.

In instances where an individual drives a personal car but air travel would be less expensive, the individual will be reimbursed the estimated total cost of the lowest air fare, roundtrip mileage to the airport, parking fees at the economy lot, and shuttle to/from the airport at the destination. In such cases a cost comparison needs to be submitted, and the lesser amount of the two will be reimbursed.

If a District vehicle is used, the department will be charged the mileage rate established for that vehicle.

Travel distance required for meals should be limited to a reasonable distance.

Backup supporting the reported miles driven should be attached to the Travel Request.

5. Vehicle Rental: Vehicle rental should be used only when a taxi or a shared ride (Uber or Lyft) service is not practical. Approval of vehicle rental needs to be obtained when the Travel Request is submitted prior to the employee's departure. When renting a vehicle, a cost comparison between rental fees and Uber/Lyft/Taxi expenses needs to be included with the Travel Request. Vehicle rental may be approved after the fact on the reimbursement claim, or included as an attachment, only with a detailed explanation of the reason for the rental and a signature of approval from those who originally authorized the trip. The vehicle rental is to be used for District business only. The receipt for vehicle rental must have the name of the traveler and the total charges paid.

NOTE: When executing the rental agreement, the traveler should accept and pay for the Collision Damage Waiver (CDW); payment of the CDW should appear on the receipt. Traveler should book the lowest cost vehicle necessary to accommodate the number of district related passengers. When renting vehicles, gas expense may be claimed with appropriate receipt(s) and specifying the date the gas was purchased.

6. Miscellaneous Business Expenses (e.g., short-term parking, bridge tolls, and taxi)

An employee will be reimbursed for miscellaneous business expenses with appropriate receipts. Alternatively, an employee may be reimbursed for miscellaneous business expenses for a combined maximum of \$15 per day without a receipt if they are itemized on the TR.

7. Extended Travel: Employees attending conventions or conferences should arrive as close to the scheduled start time as possible and depart shortly after the event concludes, based on the available transportation schedule. Any travel expenses and liability incurred due to extending travel beyond business purposes for personal reasons will be the responsibility of the employee.

Other

Original itemized receipts must be maintained. A credit card statement is proof of payment, but does not qualify as an itemized receipt. All expenses must be for business purposes. No reimbursement will be made for personal travel. YCCD does not reimburse expenses for spouses or companion travelers.

Employees **will not** be reimbursed for alcoholic beverages, exercise room use, movie rental, or any other expenses not necessary to business travel.

Please refer to the Federally Funded Grant Travel document for additional guidelines.

Federal travel regulations and/or Internal Revenue Service regulations will be used to resolve any issue not specifically addressed in this procedure.

Vehicle Usage:

Use of District Vehicle

- Employees may request to use a District-owned vehicle if they have a current District DMV Pull Notice form on file.

Use of Private Vehicle

- If employees use their own vehicles, a “Private Vehicle Authorization” form needs to be on file. Employee’s insurance will be primary and the District’s insurance secondary whenever the employee’s personal vehicle is used for District travel.
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Helpful Hints:

1. If multiple account numbers are used, be sure to show the amount to be charged to each account.
 2. If the total amount of the trip is greater than the estimated cost, the unit manager will be required to approve prior to final reimbursement.
 3. A copy of your meeting agenda (or document substantiating travel) must be attached to the TR.
 4. Original receipts are required for reimbursements.
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Approvals:

The following approvals must be obtained prior to date of travel. Additionally, any supplementary expenses related to the travel would require prior approval. The employee may be accountable for the expenses related to activities when prior approval has not been received.

MJC Responsibility Code Manager

- Vice President of College Administrative Services
- College President
- Facilities Office (if utilizing a District vehicle)
- Board of Trustees (if trip is out-of-country)

CC Responsibility Code Manager

- Supervising Vice President
- College President (if over \$1,000 or out of state)
- Instructional Materials Center (if utilizing a District vehicle)
- Board of Trustees (if trip is out-of-country)

CS Responsibility Code Manager

- Vice-Chancellor (for Responsibility Code Manager)
- Board of Trustees (if trip is out-of-country)

Effective: 11/1995

Updated: 01/2025

Questions: Accounts Payable (X6525)