

Administrative Regulations

BUSINESS

Travel Expenses

Employees incurring expenses while performing authorized services, including travel, for the District may submit a request for reimbursement. The employee must:

1. Have incurred travel expenses while performing services for the District,
2. Properly account for the expenses within 60 days after the end of the trip on which the expenses are paid or incurred,
3. Return any excess reimbursement or allowance within a reasonable period of time. A reasonable period of time is defined as within 120 days after the expense is paid or incurred.

For expenses reported more than 60 days after the end of the trip on which the expenses are paid or incurred, documentation of the reason for the delay must be provided. Reimbursement will be subject to the availability of funds, and the school or department responsible for funding will have the discretion of denying the reimbursement. If reimbursement is made it will be through the payroll system and added to the employee's taxable compensation.

If another entity is reimbursing a portion of the expenses, reimbursement from that entity should be requested first when allowed by the other entity. The reimbursement of the District's portion will not be taxable if documentation is provided showing:

1. The request to the other entity was made within 60 days of the end of the trip and;
2. The request to the District for its portion of the expenses is made within 60 days of the date the balance due from the District is known.

When travel advances have been made, failure to comply with the above stated rules may result in any excess cash payments being deducted from payroll earnings.

Advance reimbursement of travel expenses charged to personal credit cards:

At the discretion of each school or department, reimbursement of transportation and meeting registration expenses charged to a personal credit card may be made in advance of the date that the travel/meeting occurs. The responsibility for documenting the business purpose of the reimbursement is with the traveler.

Documentation of travel expenses paid directly by the District:

Documentation of the business purpose of travel expenses paid directly by the District is the responsibility of the traveler and the traveler's home school or department. Airfare paid by the District should be documented and maintained in the home department. Documentation should include the amount, date, place, and business purpose.

Lodging

Reasonable and necessary amounts are allowed for lodging. When two or more staff share the same room, the total claimed for reimbursement must not exceed the total paid for the room. A receipted, itemized statement furnished by the hotel or motel is required for all lodging expenses. Summary statements provided by credit card companies will not be accepted as justification for reimbursement.

Per Diem Meals

Reimbursement for meals is allowed when travel precludes eating at home

1. Meal reimbursement shall be limited to the following maximum daily rates (for 24-hour period). Receipts for meals are not required.

Daily	\$50.00
-------	---------

2. If travel time includes portions of a day individual meals will be reimbursed based on the following:

Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$25.00

3. If a meal is included as a formal part of the program of a conference or meeting, the actual cost in excess of the conference fee will be reimbursed. If the cost of the meal is fully covered by the conference fee, no reimbursement may be claimed for that meal. Continental breakfasts or rolls, coffee, and juice are not considered full meals.
4. Dinner will be reimbursed when an event is over 30 miles.

Other travel expenses

1. Allowed
 - Necessary taxicab or airport limousine (receipt required). BART or bus fares (receipt required)
 - Long-term airport parking (receipt required)
 - Rental car charges (receipt required)
 - Toll bridge fees
 - Other justifiable expenses may be approved based on review of special circumstances (receipts required)
 - Reasonable tips and gratuity that are customarily provided
2. Not Allowed
 - Only expenses essential to the transaction of District business are reimbursable. Examples of expenses that are not reimbursable in most cases are: hotel gyms, mini-bars, movies, laundry, and vehicle fines.

Expenses Charged to Sponsored Gifts, Grants, Contracts or Categorical Funds

Reimbursement of expenses to be charged to sponsored gifts, Grants, Contracts or Categorical Funds made to the District for research, instruction, or other educational purposes must be in full compliance with the specific terms and instructions of the gift, grant contract or categorical funds as well as this policy. In the event a gift, grant, contract or categorical funding specifically provides for special arrangements for accountability of travel expenses, this fact must be noted on the travel form.

Requesting Reimbursement

All requests for reimbursement of travel expenses must be made on a travel form. The employee must sign the travel form and have it pre-approved by their administrative supervisor. If their administrative supervisor is not authorized to sign on the funds from which the expenses are being paid, an individual who is authorized must also sign the travel form. In no case should an employee approve his or her own form. Personal Gift cards are not permitted as payments and later turned in as reimbursements.

Transportation

The maximum reimbursement for transportation will be the lesser of the lowest advertised advanced economy class air fare or car rental and fuel costs, or the IRS rate for mileage to and from authorized travel for conference or other district business. Under emergency or other unique circumstances, the District may reimburse transportation for employees for actual costs of transportation on district business.

Approved: February 10, 2009
Revised: October 29, 2013
Revised: April 21, 2015
Revised: October 31, 2017