

**General:** *Select for instructions on filling out this CAR*

**Complete CAR (Conference Authorization Request):** Fill out the Conference Authorization Request form with all the necessary details about the conference you plan to attend.

**Route for Approval:** Send the completed CAR form through Adobe Sign for approval. The form needs to be routed in the following order according to the established college workflows which include:

- Manager
- Vice President (VP)

**Register for the Conference and Plan for Accommodations:** Register for the conference and book your accommodation as per the guidelines provided in the Travel Letter.

**Submit Reimbursement Form:** After attending the conference, fill out and submit the Reimbursement Form through Adobe Sign to claim your expenses.

**Wait for Your Check:**

Once your reimbursement form is processed, wait to receive your reimbursement check.

-----

## **PDI APPLICATION INSTRUCTIONS**

**Complete the Application Forms:**

- Fill out the Coastline PDI Conference and Workshops Funds Application.
- Complete the CCCD Conference Authorization Request (CAR) form, also available in the Travel - Guides, Documents, Templates channel on Microsoft Teams.

**Submit Your Application:**

- Email your area facilitator or administrative assistant the completed PDI Application, CAR, and an event announcement.

**Review and Sign:**

- You will receive an email from Adobe Sign requesting your review and signature on the submitted CAR. Please review the document and sign electronically.

**Confirmation:**

- Wait for an Adobe Sign confirmation email indicating your submission is complete.

**Event Registration:**

- Register for the event and arrange any necessary travel plans.

**Attend the Event:**

- Participate in the event as planned

**Submit the Travel Claims:**

- After the event, complete the CCC Travel Claim Form (General Funds), also found in the same location as the CAR, and email it to your area facilitator.

**Receive Reimbursement:**

- Wait for an email from the Business Office notifying you that your reimbursement check is ready.

## **Advance Payment**

1. For advance payments, contact the District Accounting-Travel Office at 714-438-4600 x 84662.

---

# Coast Community College District Travel and Conference Expense and Reimbursement Guide

---

## **INTRODUCTION**

This guide provides comprehensive information regarding travel expenses and reimbursement procedures for employees of the Coast Community College District (District) and aligns with BP/AP 7400 (rev. July 2024). It is essential to adhere to BP/AP 7400 and these instructions.

## **1) GENERAL INFORMATION**

- a. **Conference Authorization Request:** Employees traveling on district business must obtain approval from the College President, Vice Chancellor, or Chancellor (or designee), as applicable.
  - i. Approval requests are submitted electronically on the District **Conference Authorization Request Form (CAR)**.
  - ii. The CAR must be completed and approved before costs are incurred.
  - iii. The CAR should be submitted as soon as possible to allow sufficient time for the approval process and to take advantage of any early registration discounts.
  - iv. Attach the registration form/brochure/agenda showing the dates, location, and cost of the conference.
  - v. The approved CAR provides the attendee with the authorization to travel; a separate travel authorization letter will no longer be issued.
- b. **Arrival and Departure:** Attendees are expected to arrive as close to the conference start day and time as possible and depart upon the first available transportation following the last session, except for reasonable business purposes. For international travel, please see allowable expenses below.
- c. **Cost of Transportation:** All employees **MUST** use the most economical mode of transportation (vehicle rental, airfare, etc.) where practical and in the best interest of the District. No exceptions will be allowed.
- d. **Payment:** Payments for conferences, hotels, and travel can be made using the three following methods. It should be noted that many conferences require on-line registration, and the use of a credit card is required.
  - i. The attendee may use their personal credit card and request reimbursement.
  - ii. A District-issued procurement card (credit card) may be used. The card's authorized user must process the payment.

- iii. The attendee can prepare a Purchase Order Request (POR) form for conference registration, air travel, and hotel deposit. The completed, approved POR is forwarded to District Accounting, who processes check(s) and mails to vendor(s) or obtained by the attendee. Additional time should be allowed for the processing of the POR. See the **Purchase Order Request** section at the end of this document for details.
- iv. ***A Reimbursement Claim Form and receipts for all allowable expenses must be submitted for all travel regardless of the payment method.*** See the **Reimbursement Request** section for details.
- e. **Travel Advances:** Advances may be granted. In the event that an advance is needed, which are not available for non-district funded events, instructions for advances are detailed in the **Travel Advance** section at the end of this document.
- f. **International Travel:** international travel continues to require board approval prior to travel.

## 2) **ALLOWABLE EXPENSES**

- a. **Receipts**
  - i. Receipts must be provided for all allowable expenses, regardless of method of payment, except for meals.
- b. **Business-related**
  - i. Only business-related expenses incurred in connection with approved District-related travel are allowable.
- c. **Public Carrier Travel (e.g., airplane or train)**
  - i. Only the most economical mode of transportation as practical and reasonable is allowable.
    - 1. Expense, specialized needs, and the time required to travel will be considered.
  - ii. First and business class are not allowable expenses.
  - iii. Additional costs for refundable tickets are allowable.
  - iv. Change fees to travel reservations are allowable if a reasonable business justification is provided (i.e., changes in a work-related schedule or itinerary).
  - v. The cost of the first checked bag is allowable.
    - 1. Excess baggage fees may be allowable for international travel based on the length of stay.
  - vi. Should the attendee choose to drive or use an alternate mode of travel instead of using the most economical mode of transportation, the allowable expense is limited to the cost of the most economical mode of transportation.
- d. **Mileage**
  - i. Mileage for travel by personal automobile will be paid in accordance with the [U.S. General Services Administration \(GSA\) per diem rates](#). The rate for mileage shall not exceed the IRS mileage rate. It is the claimant's responsibility to submit documentation supporting mileage reimbursement.

No reimbursement will be provided without proper documentation and receipt.

- ii. For claiming mileage, headquarters is defined as the following:
  - 1. The location to and from which mileage reimbursement is authorized.
  - 2. For employees who spend more than 50% of their working days at one location, that location will be designated the headquarters location.
  - 3. For employees who spend less than 50% of their working days in one location, the most predominantly traveled location will be designated the headquarters location.
- iii. When more than one employee attends the same event and private transportation is used, carpooling is strongly encouraged. If two or more employees share a personal vehicle, only one employee shall be reimbursed for mileage expenses.
- iv. Reimbursement for transportation shall include mileage to and from the airport when air travel is involved.
- v. In cases where authorized travel is by District-owned vehicle or by rental car, actual and necessary travel expense will not include mileage expense.

**e. Rental Car**

- i. Rental car expenses are allowable only if:
  - 1. the total rental car expense is less than the cost of taxi/shuttle/rideshare service from the destination airport and lodging (if multiple persons are travelling together, this cost can be calculated for all persons) **AND/OR**
  - 2. extensive travel is required between locations at the destination.
  - 3. The cost of parking should be considered as part of the cost of the rental car in this calculation.
- ii. The most economical vehicle that is suitable for the number of persons travelling must be selected.
- iii. Short-term, full-coverage insurance from the car rental agency must be secured. The District's insurance policy is secondary for purpose of physical loss of, or damage to rental cars.
- iv. Receipts for gas purchases, separate from the rental car agreement, must be provided.
- v. Rental cars are not to be used for personal purposes (e.g., personal shopping or entertainment).

**f. Taxi/bus/shuttle/rideshare service**

- i. Taxi/bus/shuttle/rideshare service (e.g., Uber/Lyft) expenses are allowable when used for transport between the lodging and airport, lodging and conference or dining when they are not at the same site, and office/home and the airport if the taxi/bus/shuttle/rideshare service is a lesser cost than airport parking.
- ii. These expenses are not allowable for personal purposes (e.g., personal shopping or entertainment).
- iii. These expenses incurred at the destination are not allowable if a rental car has been procured.
- iv. Reimbursement for taxi/ /shuttle/ride share services will be paid upon submission of original itemized receipts, which may include reasonable gratuity (no more than 15%) if documented on the itemized receipt.

**g. Parking**

- i. Reasonable parking fees at the airport, lodging, and conference location are allowable.
- ii. Valet parking fees are allowable only if no other general parking is available.

**h. Lodging**

- i. Lodging expenses are allowable for travel in excess of 50 miles of the traveler's home or the District.
  - 1. Exceptions can be made for travel within 50 miles of the traveler's home or the District only with reasonable business-related explanation (e.g., time to travel is excessive, early morning preparation for a presenter is required, business events continue to the late evening).
- ii. Reasonable and necessary lodging are allowable. Lodging may not be unreasonably lavish or extravagant.
- iii. Lodging must be in the geographical area of the conference or event.
- iv. Lodging must be booked at the lower of the conference rate or government rate, if available.
- v. When an employee shares lodging with a non-District traveler (spouse/partner, members of a family, friends, etc.), allowable expenses are limited to the cost of the employee only.
- vi. For domestic, lodging expenses are allowable for the actual dates of the approved conference or event. The night before or the night the conference ends are allowable based upon business necessity.
- vii. For international travel, up to two nights prior and up to two nights after the event are allowed.
- viii. For international travel, if hotel/lodging is included in the registration cost for the conference or event, the employee must stay at the hotel/lodging provided.
- ix. An original itemized receipt and guest folio from the hotel which states the name of the employee, number of guests, dates of stay, room rate, and any associated taxes and fees for lodging expenses and payment of those fees must be submitted. This information must also be submitted even if lodging expenses are prepaid by the District.

**i. Meals**

- i. Meal expenses incurred during authorized travel will be paid in accordance with the prevailing per diem rates established by the [U.S. General Services Administration \(GSA\)](#) for Orange County, CA, for domestic travel.
  - 1. The rates from October 2024 through September 2025 are:
    - a. Breakfast: \$22
    - b. Lunch: \$23
    - c. Dinner: \$36
- ii. Meal expenses above the Orange County GSA rates are not allowable and will not be reimbursed.
- iii. For international travel, the rates shall not exceed the prevailing per diem rate established by the GSA for the destination city.

- iv. Itemized receipts for meals are not required. Payment shall not exceed the maximum daily rate specified by the GSA.
- v. Meal expenses are allowable based on employees' departure times, at both initial travel and at returning travel. If departing after 10 am, breakfast is not reimbursed. If departing after 2 pm, lunch is not reimbursed. If departing after 10 pm, dinner is not reimbursed.
- vi. If meals are included in the cost of conference or event, expenses for additional meals or a substitute for the included are not allowable, unless the employee provides a written explanation of the necessity to do so (e.g., special diet, medical issues), and documentation of the inability of the conference to provide the substitute meal, to their supervisor.
- vii. Each traveler receives an individual meal stipend, which should be considered when splitting a bill for a meal. It is recommended that each attendee pays for their own meal.
- viii. Meal receipts are not required.

**j. Miscellaneous Expenses**

- i. Certain miscellaneous expenses related to official District business are allowable only if identified and receipt is provided (e.g., internet or printing fees).
- ii. Tips are allowable only for shuttles/rideshares/taxis
  - 1. Tips are limited to 15% of the total cost.
  - 2. Tips must be printed or written on the receipt.
  - 3. Tips are not allowable for other forms of transportation not listed above including charter buses.

### **3) DISALLOWED EXPENSES**

- a. The following expenses are disallowed. The District will not make payment for these expenses with no exceptions.
  - i. Non-refundable costs incurred prior to receiving administrative approval of the **CAR**.
  - ii. The value of personal reward points, credits, vouchers, or allowances used to purchase travel or lodging.
  - iii. Alcohol
  - iv. Tips except as described in **Miscellaneous Expenses**.
  - v. Personal phone calls
  - vi. Extra hotel amenities (including movie rentals, gym usage, etc.)
  - vii. Membership fees
  - viii. Expenses of spouse or other family members
  - ix. Portage
  - x. Leisure tours or personal side trips
  - xi. Laundry
  - xii. Travel insurance (other than rental car insurance)
  - xiii. Any items not previously approved on the **CAR** form

### **4) REIMBURSEMENT REQUESTS**

- a. Complete and submit a **Reimbursement Claim Form** for **ALL** approved allowable expenses incurred during the conference/travel, regardless of payment method. Attach a copy of the approved CAR form, along with copies of all receipts.
- b. The form must be submitted to District Accounts Payable-Travel within ten days after the conference/travel if domestic (14 days if international).
- c. Any amounts charged to a District procurement/credit card, advance, and disallowed expenses will be deducted from the amount to be reimbursed.
- d. The Reimbursement Claim Form must be approved by the attendee's supervisor and the Administrative Services Division of the college or the District Office.
  - i. The attendee's supervisor's approval indicates the supervisor has reviewed all expenses and agrees that the expenses are allowable, and the reimbursable amount has been correctly calculated.
  - ii. The Administrative Services Division of the college or the District Office will complete a final review to determine allowable and reimbursable expenses.

## 5) **REVISIONS AND CANCELLATIONS**

- a. **Revisions** are required only for the following:
  - i. Change of traveler/attendee.
  - ii. Change of dates.
  - iii. Actual costs in excess of 120% of estimated costs on the approved CAR
- b. **Cancellations** are required when the trip doesn't occur.
  - i. Cancellations are achieved through the submittal of a Reimbursement Claim Form indicating zero allowable expenses and noting that the trip was cancelled.
  - ii. Should a cancelled trip have non-refundable allowable charges, then those charges will be reimbursed as appropriate.

## 6) **FIELD TRIPS AND EXCURSIONS**

- a. For more information on field trips and excursions, please reference BP 4300 and AP 4300 Field Trips and Excursions.

## 7) **PURCHASE ORDER REQUEST (POR)**

- 1) **Conference Registration:** If requesting a direct payment to vendor, a POR must be submitted to District Accounts Payable-Travel, providing details listed below on the form:
  - a. Suggested vendor
    1. Name and address of organization to which the conference registration is mailed.
    2. Check payable to \_\_\_\_\_.
  - b. In the description area, please provide:
    1. Person attending the conference
    2. Name of the conference
    3. Location of the conference
    4. Date of occurrence
    5. Employee ID number

6. Deadline date for payment from organization's registration form, if any
  - c. Attach back-up material such as registration form, brochure or advertisement that shows the dollar amount and who to pay. **No payment will be issued without adequate back-up.** One set of paperwork should be submitted per person, per control number.
  - d. POR must be approved by requester's VP/President/Vice Chancellor and by Bursar's Office before submission to District Accounts Payable-Travel.
- 2) **Air Travel:** If in rare case of requesting payment to vendor, a Purchase Order Request is submitted to District Accounts Payable-Travel, providing details listed below on the form:
  - e. District-approved vendor – Please contact District Accounts Payable-Travel for specific vendor to be used for travel. The agent's name making the arrangements should be in the attention space and the telephone number next to it.
    - a. In the description area, please provide:
      1. Person traveling
      2. Departure and destination (i.e. round-trip Orange County/Chicago)
      3. Dates of departure and return
      4. Employee ID number
    - b. Send invoice to District Accounts Payable-Travel even before travel has occurred to expedite payment along with completed Purchase Order Request form.
- 3) **Hotel/Motel Reservations:** If requesting a direct payment to vendor, Purchase Order Requests for lodging should include details as listed below:
  - a. Suggested vendor: name, address and phone number of hotel/motel and the name of the reservation clerk if known.
  - b. Please provide:
    1. Person registered
    2. Date of arrival and departure
    3. Name of conference
    4. Employee ID number
    5. Deadline date for deposit to be received
  - c. Please attach back-up correspondence showing charges and confirmation number.
  - d. District Accounts Payable-Travel will prepay one night's lodging as a deposit. The requestor must pay any additional cost of lodging and request reimbursement by submitting a conference claim for reimbursement form. Personal advance (Conference Advance) can be paid in lieu of first night's lodging.

#### 4) **TRAVEL ADVANCE**



1. Advance of up to \$200 per day can be obtained from District Accounts Payable by emailing Andrea Lule ([travel@cccd.edu](mailto:travel@cccd.edu)) at least one week prior to departure. The advanced amount will be deducted from the total conference reimbursement claim.
2. No advance will be approved for non-District funded events.
3. For travel, both domestic and international, advance of funds for meals, incidentals, and lodging will be provided in accordance with the prevailing per diem rates established by the [U.S. General Services Administration \(GSA\)](#). The total daily advance is limited to \$200 per day.
4. An advance of funds may be made available ten business days prior to the commencement of travel, subject to the submission of supporting documentation.
5. Employees who receive an advance and then are unable to attend the event must reimburse the entire advance amount to the District within ten business days of domestic travel and fourteen business days for international travel of the original start date of travel. Failure to do so may result in payroll deduction of the entire amount unreimbursed from the employee's next pay period. Abuse of advance privileges may result in denial of future travel advance requests and may be considered a misappropriation of funds by the employee.

**References:**

BP/AP 7400 Travel

GSA Per Diem