
Administrative Procedure
Chapter 7 – Human Resources

AP 7400 EMPLOYEE TRAVEL

References:

Education Code Section 87032;
Government Code Section 11139.8;
2 Code of Federal Regulations Part 200.474

The Vice President, Business Services or designee shall be responsible for administering these procedures.

Professional Conference Defined

For purposes of these Regulations, a professional conference shall be defined as including national, regional, state or sectional meetings whose principal business includes community college instruction and/or support functions or the advancement of the discipline area in which the individual normally teaches or works.

Attendance at the following types of meetings will usually not be included under this Regulation:

- A. Meetings where participants receive college credit or salary advancement, except for those individuals receiving continuing education credit for maintaining their professional licenses.
- B. Meetings that pay a salary or honorarium to participants.
- C. Meetings which are promotional, lobbying or legislative in orientation.
- D. Special interest meetings and meetings of professional organizations whose interests are outside the scope of the employee's normal work assignment.
- E. Conferences for which the employee does not request reimbursement of expenses from the District.

Application to Attend Professional Conferences

- A. Any classified, faculty or administrative employee is eligible to apply for permission to attend professional conferences, within limitations as

- A. There shall be no loss of regular or hourly salary for attendance at any approved conference. There shall be no overtime paid for travel to, or attendance at a conference.
- B. Travel and transportation expenses will be reimbursed only up to the approved amounts on the Travel Authorization Form and are subject to

most economical mode of transportation where practical and in the best interests of the District.

7. **Airport transfers, shuttle fees, and taxi fares** (receipt required).
A reasonable and customary gratuity or mandatory fee for transportation service may be reimbursed up to 20% of the fare

3. Entertainment expenses such as health spa services, movies, recreational tours, etc.
 4. Purchase of books, equipment or other materials
 5. Extra leg room, travel insurance, etc.
 6. Traffic or parking citations
 7. Personal telephone calls
- F. The Travel Claim Form must be completed, with required original, itemized receipts attached, and filed through the immediate supervisor whether or not a reimbursement is being requested. Reimbursement for authorized expenses will be made after all expense statements with required receipts have been filed with Fiscal Services.
- G. All claims for reimbursement for conference attendance must be submitted within the same fiscal year in which the conference occurred, or no later than July 10th of the next fiscal year. Claims submitted after July 10th of the next fiscal year will not be honored.

Required Reports

- A. The following reports are required within three (3) weeks following the conference:
1. Faculty members shall file with the Dean a typed summary report of conference outcomes and potential benefit to the District and may include copies of papers presented during the conference. In the case of a District conference, the report shall be filed with the administrator providing the budget for the conference.

Mileage Reimbursement

The Vice President, Business Services or designee shall be responsible for

A. All mileage reimbursement claims must be approved and signed by the