AP 7400 Travel **Effective Date January 1, 2027**

Purpose

The following guidelines represent District standards and are intended to assist all District employees, non-bargaining units, and board members who travel on official District business. Travel on behalf of the District may be revoked at any time for failure to comply with established procedures. Any exceptions to this policy must be approved in writing by the President.

Travel Authorization

A TRAVEL AUTHORIZATION FORM IS REQUIRED WHETHER OR NOT AN EMPLOYEE IS REQUESTING REIMBURSEMENT.

All travelers are required to complete a Travel Authorization Form no later than fourteen (14) days prior to the proposed date of travel. The form must be fully signed by the traveler and have all required approval signatures. The Travel Authorization Form serves as official approval for travel, verification of account code, and confirmation of budget availability.

A Travel Authorization Form is required for all travel, regardless of destination. Travel within the District includes any location within the District boundary map. Travel to any location outside these boundaries is considered out-of-district travel.

VVC District Boundary Map:

https://www.vvc.edu/2020-trustee-reDistricting-meetings-and-public-hearings/february-8-2022

In addition to the Travel Authorization, Board of Trustees approval is required prior to international travel.

In the event of an off-campus incident involving District faculty, staff, or administrators, this form serves as documentation to support potential workers' compensation or other insurance coverage.

Travel Days

The travel days are the days when the conference is being held. If the conference is more than 50 miles away from the District, or if the conference begins before 10 a.m., the traveler may choose to begin their travel the day prior to the first day of the conference. These dates must be outlined in the Travel Authorization Form. Employees are expected to return home on the last day of the conference or before, unless it has been previously approved by their supervisor and Vice President with a valid reason listing the need for an extra night's stay.

Cancellations

The District understands that unexpected circumstances and emergencies occur that can prevent employees from attending conferences that were scheduled in advance. If a traveler is no longer able to attend a conference, reasonable efforts should be made to find a

replacement attendee, especially when conference expenses are non-refundable. If a replacement cannot be found, the traveler must cancel all travel arrangements. All cancelled travel arrangements must be submitted to Fiscal Services within 5 days of the changes.

Travel Expenses

Registration Fees

The District will pay the registration fees for all travelers on a District credit card or directly to the sponsoring organization. A copy of the conference agenda must be attached to all registration fee payments. If registration fees are not prepaid, the District will reimburse travelers for registration fees and conference materials when receipts are submitted. If a receipt cannot be obtained, travelers must submit a Lost Receipt Memo.

Lodging

The District will issue travelers a credit card to book all required travel accommodations in advance. The credit card will only be used to make reservations; it cannot be checked out by the employee at the time of travel. Prior to arrival, the traveler must request a credit card authorization form from the hotel to cover the cost of room, parking and taxes. Traveler must use their own personal credit card to cover incidentals. The form must be completed and returned to the hotel prior to check-in. Alternatively, employees can use their own credit card and submit for reimbursement.

Lodging expenses will only be covered for out-of-district travel. Whenever possible, employees are encouraged to reserve rooms at the conference hotel or the hotel nearest to the conference location. If a conference is more than 50 miles from the District or has a start time before 10 a.m., the traveler is eligible for hotel accommodations the night before the conference begins.

Airfare

Travelers should choose the most economical and practical transportation option available. The District will only reimburse for coach class (or the lowest fare) unless specific exceptions apply. Any upgrade to a higher class must be pre-approved by the traveler's Vice President or President. If a higher class is chosen, a Reasonable Accommodation Form must accompany the Travel Authorization Form; otherwise, reimbursement will be limited to the cost of coach class. If a District credit card is used without this documentation, the employee is responsible for the price difference.

Airfare above coach class is acceptable only if:

- No other service is available between two locations,
- Coach seats are unavailable despite reasonable search efforts,
- Schedule changes, routing adjustments, or service cancellations require an upgrade,
- Medical accommodations necessitate an upgrade.

If a traveler chooses a higher class than approved, they are responsible for the extra cost themselves. Seat selection fees are acceptable if these costs are included in the approved travel budget on the authorization form.

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Third Party Booking
Since the District covers all travel-related expenses, all bookings must be made directly through airlines, hotels, and rental car companies. Employees **must not** use third-party companies such as Expedia or Travelocity when booking travel. These services complicate the process of making changes or cancellations and make it difficult to obtain receipts.

Rental Vehicles
A District credit card will not be provided for rental vehicle expenses. Travelers are required to use a personal credit card or an approved company account (e.g., Enterprise) when arranging for a rental vehicle. Reimbursable expenses include the daily rental fee, insurance, fuel charges, and tolls. Employees who rent a vehicle with a personal credit card must purchase the rental company's car insurance.

In the event of an accident, the traveler must first use the rental company's insurance coverage. If that coverage does not pay the full cost, the employee must use their personal insurance. Any remaining costs that are not covered by the rental company or personal insurance should be submitted to the District for reimbursement via the Administrative Services Department. For any questions regarding this process, please contact Administrative Services.

Rideshare/Taxi (Uber/Lyft)
District credit cards will not be issued for ground transportation expenses. Employees are required to use their personal credit cards for services such as Uber, Lyft, or taxis. The District will reimburse transportation expenses between the airport, hotel, and conference site. Transportation to restaurants within 10 miles of the conference venue is also eligible for reimbursement. If the conference location is in a rural area, reimbursement may cover travel to restaurants located more than 10 miles away. Should the traveler choose accommodations other than the designated conference hotel, reimbursement for travel between the hotel and conference site will not be provided. For transportation to and from the airport, a traveler should choose the lower cost option between ground transportation or airport parking.

Parking
The District will reimburse the parking expenses incurred while traveling. This includes parking at airports, meters, hotels, and garages. The traveler should choose the most inexpensive parking available to them.

Mileage
When employees use their own vehicles for travel, the District will reimburse mileage based on the Internal Revenue Service (IRS) rate per mile, calculated using the shortest driving distance from the District. Mileage to restaurants within ten miles of the conference location are eligible for reimbursement, except in rural areas where exceptions may apply. If a traveler chooses accommodations other than the designated conference hotel, mileage between the hotel and conference venue will not be reimbursed. Travelers will not be reimbursed for vehicle maintenance or repairs resulting from normal wear and tear on a

personal vehicle. The mileage reimbursement rate is intended to cover all transportation costs.

Meals

A District credit card will not be issued for meal expenses. In accordance with IRS Publication 463, meals associated with one-day conferences are ineligible for reimbursement. Meal costs are only reimbursable if the conference requires an overnight hotel stay. Travelers are responsible for all up-front meal expenditures incurred during travel. Upon return, travelers must submit both their expense report and corresponding receipts. Employees will be reimbursed solely for **actual expenses** incurred; meals provided at the conference will not be deducted from the per diem allowance. Employees must obtain separate receipts for their own meals.. These expenses should be reported on each traveler's Travel Authorization and Employee Expense Report.

The reimbursement amount is subject to the current M&IE (Meals and Incidental Expenses) per diem rate for Los Angeles, regardless of the conference location. Additional allowances for tips will not be provided. Each traveler is entitled to the M&IE rate for each day of travel. For example, if the M&IE rate for Los Angeles is $86 per day, attendance at a three-day conference results in a total meal allowance of $258. Travelers are not required to spend $86 each day; instead, they may allocate their total per diem as they choose. For instance, they might spend $40 one day and $100 the next, as long as their total expenses do not exceed the overall allowance.

For reference, the per diem rates can be found here:
https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-results?action=perdiems_report&fiscal_year=2026&state=CA&city=los%20angeles&zip=

Reimbursable Miscellaneous Expenses

Below is a list of common reimbursable miscellaneous expenses. Items not on this list will be reviewed for reimbursement eligibility:

1. Carry-on or checked-bag costs while traveling
2. Internet services at hotel/conference

Non-Reimbursable Miscellaneous Expenses

Below is a list of common non-reimbursable miscellaneous expenses.

1. Alcoholic beverages
2. Personal entertainment expenses outside of conference (i.e. movies, museum tickets, excursions, etc.)
3. Costs incurred by unreasonable failures to cancel transportation or hotel reservations
4. Replacement costs associated with lost or stolen property or cash
5. Individual membership fees

Credit Cards

A District credit card can be checked out to cover airfare, registration, and hotel before the conference; it cannot be used during travel. Availability is limited, so it is recommended to

request a card promptly after the purchase order is issued. Submit a completed Credit Card Request Form to Fiscal Services to check out a card. After booking, return the credit card and receipts to Fiscal Services immediately. Credit card use is a privilege, and policy violations result in privilege revocation.

If a traveler is unable to use a personal credit card during travel days, they may request a District credit card for lodging, meals, and other travel expenses, subject to approval by their supervisor and Vice President. Travelers must submit an Exception Request Form. Employees with a District credit card issued in their name can use it for travel expenses. However, they must still comply with all standard rules and procedures, including submitting travel authorizations, providing itemized receipts promptly to fiscal services, and following the per diem rates outlined in this policy.

Receipts

Employees must provide itemized receipts for all travel-related expenses to Fiscal Services, along with a complete Employee Expense Report and Conference Report, within ten working days of returning. Receipts may be submitted as originals or copies. If a receipt cannot be obtained, travelers should submit a Lost Receipt Memo detailing the expense. Memo must be signed by both the traveler and their director, dean, or vice president.

Conference Report Form – Out of District Travel

Employees who attend conferences outside the District are required to fill out a Conference Report Form upon return. Form needs to be signed by the traveler's supervisor, area vice president, and president. The Conference Report Form must be submitted along with expense report and receipts to receive reimbursement.

Expense Report Form – Out of District Travel

Employees traveling on District business must submit an Expense Report for reimbursement. The report must itemize all reimbursable expenses, including meals, mileage, and other related costs, and must include itemized receipts and a map for mileage verification. Expense reports submitted after the travel's fiscal year will not be processed unless approved by their Vice President.

Mileage Reimbursement Form – In-District Travel

Travelers seeking mileage reimbursement *only* must submit a Mileage Reimbursement Form. For travel outside the local area, an Expense Report is required. Mileage claims must include a map for each destination traveled to verify mileage. Travelers submitting mileage claims on a monthly basis must have an open purchase order (PO). Mileage reimbursements submitted after the travel's fiscal year will not be processed unless approved by their Vice President.

Foreign Currency

Expenses incurred in foreign currencies will be reimbursed in US dollars according to the exchange rate at the time of travel.

Job Applicant Travel Reimbursement Policy

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Reimbursement of non-employee travel expenses, such as meals, mileage, and other allowable charges, must comply with the policies outlined by Human Resources. Non-employees are classified as individuals in the recruitment process. For any inquiries, please contact Human Resources.

Student Travel

All inquiries regarding student travel should be directed to AP 4300 Student Field Trips and Excursions.

Commonly Used Travel Forms

- All commonly used travel forms can be found on the Fiscal Services page of the website: https://www.vvc.edu/welcome-fiscal-services
- Travel Authorization Form (required): to request travel approval
- Credit Card Request Form (optional): to request a credit card from fiscal services to book travel expenditures.
- Employee Expense Report (required only if expenses are incurred): to submit receipts and request reimbursement.
- Conference Report (required): mandatory form to be used for all out-of-district travel to conferences
- Lost Receipt Memo (optional): to be used when a receipt is lost or destroyed.
- Mileage Reimbursement Form (required if seeking reimbursement for mileage *only*): to be used when requesting mileage reimbursement for travel within District boundaries.
- Exception Request Form (optional): to request exceptions from established administrative procedures.

References:

26 U.S. Code Section 62 subdivision (c).
2 Code of Federal Regulations Part 200.475.
Internal Revenue Services
- Mileage Reimbursement Rate
  - https://www.irs.gov/tax-professionals/standard-mileage-rates
- Publication 463
  - https://www.irs.gov/forms-pubs/about-publication-463
- Publication 15-B
  - https://www.irs.gov/publications/p15b

CA Ed Code 87032
- https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=87032.&lawCode=EDC

Victor Valley College, Administrative Procedures
- AP 6330: https://www.vvc.edu/sites/default/files/files/AP%206330.pdf
- AP 6530: https://www.vvc.edu/sites/default/files/files/AP%206530.pdf

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