



Book	Administrative Procedures
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Title	Travel
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Professional Conference Attendance

For purposes of this policy a professional conference is defined as a national, regional, state or sectional meeting whose principal business includes community college instruction or support functions. Not included in the above definition are meetings which are of the "special-interest," promotional, lobbying, or legislative type; meetings where participants receive college credit; and meetings that pay a salary or honorarium to the participants.

Travel within the District Boundaries

District boundaries are those defined in the current County of Merced plus the County of Mariposa

1. Approval and Authorizations

- A. The use of a private vehicle for which mileage reimbursement is to be claimed must be authorized in advance by the appropriate administrator. The "Mileage Expense Claim" form #2056 must be submitted for reimbursement with appropriate approvals.
- B. A District vehicle may be requested through the transportation department and authorized by the Vice President of Administrative Services or by the appropriate administrator.

2. Reimbursement

- A. An employee is to be reimbursed at the current federal mileage rate for use of their private vehicle.

Travel Outside the District Boundaries

1. Approval and Authorizations

- A. The "Trip Request" form #2050 should be used to secure advance authorization and any necessary prepayments for the use of college vehicles, private vehicles and other reasonable travel expenses. The travel "Claim" form #2051 should be used for subsequent reimbursement. Requests for travel must be authorized in advance by the appropriate designee. Authorization must be secured if the individual is traveling on District business even at his/her own expense. Failure to secure advance approval will be treated as unauthorized travel, and the individual will be responsible for his/her own expenses and liability. All travel "Claim" forms must be signed by the trip request approving authority and the claimant before the claim will be processed.
- B. Approval of travel is delegated to the Superintendent/President or designee. In addition to the approval of the appropriate dean, director or vice-president, the Vice-President of Administrative Services or designee has the responsibility to (1) determine if funds are available before approving the request, and (2) determine if expenditures were legitimate under the authorization before approving reimbursement.

- C. Employees **should** use a district fleet vehicle when available. Personal or rental vehicles are permissible and will be reimbursed at the lesser rate of the two.
- D. Public transportation, when convenient, is suggested for approved trips to locations more than 200 miles distance from Merced. When public transportation is used, employees will be reimbursed for reasonable transportation fares.
- E. Lodging reimbursement for an approved conference in excess of 24 hours shall be authorized at a rate which is deemed to be prudent and reasonable for the area in which the conference is held.
- F. Actual cost of scheduled meals at a scheduled conference may be reimbursed with the appropriate administrator's prior approval.
- G. Trip requests are required to be submitted at least two weeks in advance to accommodate pre-registration and the scheduled use of the District vehicle.
- H. Under special circumstances with the concurrence of the requestor, the approving authority can establish for the trip a "Not to Exceed Amount" which includes all incurred expenses. The travel request, signed by the requestor, is an agreement that he/she will not claim an amount in excess of the agreed upon amount with the approval authority. Receipts are required for reimbursement under the special circumstances section of this Administrative Procedure.

3. Reimbursement schedules and computations

- A. An employee is to be reimbursed at the current federal reimbursement per-mile rate for use of their private vehicle.
- B. Lodging is authorized when the duration of the approved conference is greater than a 24-hour day or the distance to travel for the conference is greater than 200 miles.
- C. Receipts for expenses for hotel/motel accommodations, registration, transportation and parking must be submitted with the completed travel "Claim" form #2051.

Meal allowances are authorized for reimbursement with no receipt required. Meals included in the registration fee are not to be included for reimbursement. Meals will be reimbursed at the current federal standard daily meal rate.

Reimbursement Allowance to Employees for Mileage to Complete Offsite Assignments

A District administrator or manager may authorize a direct assignment at locations other than the employees primary work location. When authorized or directed by an administrator or manager to complete assignments at locations other than their primary work location, reimbursement to employees for mileage only may be granted at the current federal mileage rate if a private vehicle is authorized. The reimbursement shall be calculated using the total round trip mileage to the off campus assignment less the total round trip mileage which would have been required if the assignment had been at their primary work location (commute). Completed claim shall be submitted on the "Mileage Expense Claim" form #2056, within five working days after the completed in-district trip(s) or five working days after the last day of the month.

Faculty Multiple Assignment Mileage Reimbursement

Mileage reimbursement is as established in current labor agreement

Associated Students of Merced College (ASMC)

ASMC student travel expenses and employee expenses incurred while travelling with students is described in AP 4300.

Board Member Travel

Board member travel expenses are described in BP2735.