



AP 6395 Business Travel

References:

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

1. Authorization for Travel

A. Local Meetings or Events (Mileage and Parking):

- i. This includes one-day trips to local meetings or events where mileage, parking fees and or meals are the only costs incurred.
- ii. Written approval from a supervisor is required prior to the travel.
- iii. After travel is completed, a ***Mileage Reimbursement Request*** form should be completed and submitted for approval.
- iv. Mileage forms should be retained until they are over \$25 or it is the end of the Fiscal Year or Grant Year.

B. Out of Area (including Out-of-State):

- i. This includes travel that requires expenses above and beyond mileage and parking.
- ii. A ***Request for Travel Authorization*** must be completed, even if the travel expenses will be paid by another entity for District related travel.
- iii. Required approvals include Supervisor, Executive Cabinet Member, and Grant Manager (if travelling using grant funds.)

C. International Travel:

- i. A ***Request for Travel Authorization*** must be completed and approved by the Supervisor, Executive Cabinet Member, and CEO (or designee), before travel occurs, even if the travel expenses will be paid by another entity for District related travel.

- ii. Travel location changes within the same region are allowed with CEO approval.
- iii. Date Changes within 10 days of approved travel dates are allowed with CEO approval.

2. Options for Payment of Travel Expenses

- A. The following options should be used by District employees:
 - i. **Personal Funds:** Make approved, travel arrangements using personal funds, request reimbursement from District, per guidelines below.
 - ii. **District Credit Card:** Use a District-issued credit card, issued to the Administrator of the department.
 - iii. **District Instant Card:** An individual may request an Instant Card from Fiscal Services. For information on the Instant Card see the Fiscal Intranet site: (<https://intranet.canyons.edu/departments/businessservices/fiscal/forms.php>). If this option is selected, the employee shall maintain all appropriate itemized receipts and work with their supervisor to review and reconcile all expenses.
- B. If employee does not end up travelling, they should inform the District immediately. The employee is responsible for obtaining refunds and must ensure that all prepaid funds are returned or credited to the District. Any travel credit given should be used for future District-related travel. If the cancellation is at no fault of the employee, the District shall reimburse associated costs.
- C. A ***Request for Advance of Funds*** may be submitted for Athletic or Academic Teams Meals.

3. Travel Guidelines

- A. Employees shall make their own travel arrangements or shall coordinate with appropriate District staff to make arrangements for employee's travel selections.
- B. Travel includes, at a maximum, one day preceding and one day following the actual duration of the conference, workshop, or meeting, with appropriate approvals.
- C. Employees are expected to use the most economical mode of transportation where practical.
- D. Itemized receipts must be obtained to submit for reimbursement.

- E. Employees can be reimbursed up to 20% above the estimated amount by the Travel Authorization to cover legitimate expenses.
- F. Travel request modifications may be made for emergency circumstances or to take advantage of cost efficiencies upon Executive Cabinet approval
 - i. For international travel, CEO approval is required.
- G. Grant-related travel must follow the District's policies and procedures and grant requirements.
- H. Tips/Gratuities shall only be reimbursed up to 20% of the total bill.
- I. Costs incurred by employee's failure to cancel travel or hotel reservations in a timely fashion will not be reimbursed.
- J. The District will reimburse reasonable and necessary expenses incurred in connection with travel on behalf of the District.
- K. If the District determines the expenses submitted for reimbursement are excessive or unreasonable relative to the approved estimates indicated on the approved travel request, the employee shall be responsible for any disallowed expenses.
- L. Personal entertainment expenses, including but not limited to, in-flight movies, hotel pay-per-view movies, health spa, entertainment expense or other items of similar nature will not be reimbursed.
- M. Travel expenses for family members or guests should not be comingled with District business travel. District will reimburse only the employee's portion.
- N. Childcare, babysitting, house sitting, or pet sitting/kennel charges will not be reimbursed.
- O. Private rental residences, such as AirBNB or VRBO, shall not be used for District travel.
- P. Students traveling with employees should be included on the employee's travel request
- Q. Students traveling alone should be included in ASG travel agendas submitted to the Board.
- R. Submission of receipts and/or supporting documentation guidelines are as follows:
 - i. **Personal Funds:** If personal funds or personal vehicle were used, employee shall submit a ***Request for Travel Reimbursement*** form upon returning, and no later

than fifteen (15) days after traveling. Attach all itemized receipts or supporting documentation. Be sure to indicate any advances received on the form and deduct those advances from the total calculated reimbursement.

- ii. **District Credit Card:** If the District Credit card was used, assign a budget account and submit all receipts and/or supporting documentation with the District Credit Card Statement.
- iii. **District Instant Card:** Employee will receive a statement via email from Fiscal Services after the 20th day of each month. Employee shall review and reconcile all charges, assign a budget account number, attach all receipts and/or supporting documentation, and obtain approval. Submit to Fiscal Services by the 1st of the following month.
 - 1. Employees shall be personally responsible for any unapproved, unsubstantiated, or charges not submitted to Fiscal Services by the 1st of the month.
- S. If there are unique circumstances that would require exceptions to this procedure, they must be approved by the CEO.
- T. Forms for authorization and reimbursement can be found on the intranet, under the Fiscal Services Department.
(<https://intranet.canyons.edu/departments/businessservices/fiscal/forms.php>).

4. Reimbursable Expenses

- A. The District will reimburse the following travel expenses:
 - i. **Ground Transportation:**
 - 1. **Personal Vehicle:** The District shall reimburse mileage at the Board-approved rate when used for business-related purposes.
 - a. Mileage reimbursement requests must include a printout from a navigational software program (Google Maps, Waze, etc.) indicating the distance traveled.
 - b. Parking and tolls will be reimbursed with actual receipts.
 - c. Parking tickets and traffic fines will not be reimbursed by the District.
 - d. To minimize the District's cost to process reimbursements, mileage forms should be retained until they are over \$25 or it is the end of the

Fiscal Year or Grant Year.

- e. If a vehicle is shared by two or more employees, only one individual shall be reimbursed for mileage and other related expenditures.
 - f. The employee will select the travel route, based on the most efficient route as determined by traffic patterns, car pool lanes, etc., and deduct any miles driven for personal reasons.
 - g. An employee's normal commute from home to their regular work location or from their regular work location to home is not eligible for mileage reimbursement.
 - h. The Private Vehicle Usage Form should be completed prior to use of personal vehicle for District Business.
2. **Rental Vehicle:** If renting a vehicle, employees should use the District's preferred vendor, which can be found on the Purchasing department's intranet website at:
<https://intranet.canyons.edu/departments/businessservices/cprm/procurement/>.
- a. Compact or Mid-size vehicles should be rented.
 - b. If three or more employees will be travelling or in the case of other special circumstances, larger vehicles may be rented with Executive Cabinet Member approval.
 - c. The rental agreement must clearly show the date and the points of departure/arrival, as well as the total cost. Rentals for extended time periods prior to or beyond the work performance period will not be reimbursed for the extended time period.
 - d. If using the District's preferred contracted vendor, additional insurance coverage is already included in the rate and does not need to be purchased separately. All other requests for insurance will not be reimbursed.
 - e. The District will reimburse gas or electric charging costs for rental cars. The most cost-effective solution should be used. Employees must fill the gas tank or battery charge before returning the vehicle to the rental agency to avoid service fees and more expensive fuel/charging rates.

3. Other Ground Transportation:

- a. This includes, but is not limited to shuttle services, taxicabs, ride hailing services (i.e. Uber and Lyft) or public transportation fares and tolls.
- b. Other transportation costs, as defined above, should only be used when an Employees' personal vehicle is unavailable or when it is the most cost-effective option.
- c. Tips/gratuities will be reimbursed up to twenty percent (20%) of the total cost.

ii. Airfare:

1. The District will reimburse for ECONOMY airfare to and from the location of authorized travel.
2. FIRST CLASS/BUSINESS CLASS IS NOT ALLOWABLE. If first class or business class rates are used, the District will only reimburse the economy class rate.
3. Travel by non-commercial airline is not permitted.
4. Employees are encouraged to book flights at least fourteen (14) days in advance when possible to avoid premium pricing.
5. Airline club memberships will not be reimbursed.
6. Additional costs from the change of the original ticket, for the convenience of the employee, will not be reimbursed.
7. Upgrades and priority seating will not be reimbursed.
8. Cost for selection of basic or economy seat is allowable. Selection of upgraded seat will not be reimbursed by District.
9. Baggage fees are allowable.
10. An itemized airline receipt, an e-ticket receipt/statement, or an Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

iii. Hotel/Lodging

1. Reimbursement for room and tax rate will only be reimbursed when

authorized travel is thirty (30) miles or more from the traveler's home or primary worksite.

2. Reasonable, single occupancy, standard business room rates, or conference room rate when the conference provides hotel rates should be selected when making your reservation. Premium or upgraded rooms will not be reimbursed.
3. Hotel/Lodging rate must be at the going conference rate or lowest available rate on hotel website.
 - a. If reimbursement for more than the standard room rate is requested, explanation as to why the standard room was not chosen must be included.
4. Hotel receipts must be itemized/detailed showing each expense. Summary receipts are not accepted.
5. Private rental residences, such as AirBNB or VRBO, shall not be used for District travel.
6. Expenses for extended stays prior to or beyond the work performance period, as per 3.B, entertainment, alcohol, personal phone calls, concierge service, personal grooming, personal sundry items (such as toiletries), laundry, maid service, or agency fees (such as travel agent fees) will not be reimbursed.
7. Overnight parking at the hotel is allowable. Use of self-parking is preferred, Valet parking will be reimbursed for hotel/conference locations where self-parking is not available or causes an undue hardship or safety risk.

iv. **Meals**

1. Employee shall select one of the following options for reimbursement of meal expenses related to District business:
 - a. **Option 1 – District Per Diem Rate:**
 - (i) Employee may request the District Per Diem Rates for meals listed below.
District Per Diem Rates:
 - Breakfast - \$15
 - Lunch - \$20
 - Dinner - \$35
 - (ii) Receipts are not required.
 - (iii) Meals and tips/gratuities related to meals are covered in the District Per

Diem Rate allowance above and will not be reimbursed separately.

b. Option 2 – General Services Administration (GSA) Per Diem Rate:

- (i) Employee may request the GSA Per Diem Rates listed on the GSA website listed below.

GSA Per Diem Rate Website:

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

- (ii) Receipts are not required.
- (iii) Meals and tips/gratuities related to meals are covered in the GSA Per Diem allowance above and will not be reimbursed separately.

c. Option 3 - Submit Itemized Receipts:

- (i) Employee may request reimbursement by providing itemized receipts.
- (ii) Tips/gratuities shall also be reimbursed, up to twenty percent (20%) of the total cost.
- (iii) Excluding tip/gratuities, reimbursements requested over the higher of the District or GSA Per Diem Rate will not be reimbursed.

- 2. Expenses for alcohol will not be reimbursed.
- 3. If a meal is included as a part of a meeting or conference, built into the standard hotel room rate, or otherwise replaced by a legitimate business meal, that meal will not be reimbursed and the meal per diem will not be provided by the District.
- 4. Meals while traveling internationally will be advanced or reimbursed based on Foreign Per Diem rates in US Dollars as reflected on the US Department of State website: http://aoprals.state.gov/web920/per_diem.asp
- 5. If using a District credit card or Instant Card for meal expenses during business travel, employees shall not exceed the District or GSA Per Diem Rate. Employees shall reimburse the District for any meal expenses above the District or GSA Per Diem Rate, whichever is higher.

v. Miscellaneous Travel Expenses

- 1. Miscellaneous travel expenses essential to the business travel are reimbursable when reasonably incurred, and upon presentation of itemized receipts.
- 2. Allowable expenses include such items as minor supplies, postage, photocopy costs and telephone, internet, or other miscellaneous expenses incurred while conducting District business.

vi. International Travel Insurance: All individuals travelling internationally are required to arrange for international travel insurance funded by the District. Coverage should include:

1. Trip cancellation and interruption coverage
2. Emergency medical and dental coverage
3. Baggage coverage
4. Rental car coverage
5. Emergency medical transportation coverage

vii. Personnel Considerations

1. **Salary Status During Travel:** An employee who is authorized to travel off campus for business reasons shall be considered to be in regular salary status for the duration of the absence from their normal work assignment.
2. **Personal Travel During Business Travel:** No reimbursement for lodging or subsistence shall be paid to an employee for extra travel time incurred if they stay at the destination before or after an official meeting or work assignment whenever it is for the employee's own convenience.
3. **Personal Leave During Business Travel:** When a personal leave of any kind is taken by an employee while on travel status, the exact date and hour of departure and return to duty shall be shown on the travel request reimbursement claim. No business expense of any kind will be reimbursed for time during the personal leave.

5. US Department of State Travel and Center for Disease Control (CDC) Warnings:

Employees should review travel advisory levels and recommendations before their trip.

A. There are four distinct levels of travel warnings:

- i. Exercise normal precautions
- ii. Exercise increased caution
- iii. Reconsider Travel
- iv. Do Not Travel

In the case that a level four warning against travel to a certain country is issued the District will cancel travel to that country.

6. Institutional Effectiveness Partnership Initiative (IEPI)

A. Additional Procedures that Apply to Travel Performed by Non-District Employees

- i. **IEPI Participants should follow the procedures below, except in the case that their own District travel procedure conflicts, in which case the home district procedure will take precedence.**
- ii. *“Institutional Effectiveness Partnership Initiative (IEPI) Participant Expense Agreement”* should be completed for each non-District employee traveling for the grant BEFORE travel is performed.
- iii. Executive and Advisory Committee members, Partnership Resource Team members (PRT Team) and other grant participants will sign an agreement.
- iv. An authorized representative from the Non-District employee’s College must execute “Exhibit A” on the agreement.
- v. The following individual expenses will be reimbursed upon receipt of expense reimbursement request:

<u>Expense Category</u>	<u>Required Documentation</u>
Airfare (Economy/Business Class)	Receipts
Mileage at current IRS rates	Driving Directions with Miles or Beginning and Ending Odometer Readings
Lodging (May Include Internet) (Reasonable/customary accommodations)	Receipts
Meals at District or GSA Per Diem (If no Meal Provided) Breakfast \$15 Lunch \$20 Dinner \$35	Dates and Meal Periods
Rental Car (Economy or Mid-Size)	Receipts
Taxi, Bus, Parking or Shuttle/Hailing Service	Receipts

- vi. In addition, PRT Team leaders who incur meal expenses for a group team meal during a college visit will be reimbursed reasonable and customary expenses (no

alcoholic beverages). An expense reimbursement request form and a PRT Team meal form should be submitted with receipts. Team members in attendance at the meal may not claim per diem for that meal.

- vii. Non-District employees will follow their College's requirements for approving travel, and will provide travel authorization documents and documentation of approval by the College to District upon request, for audit or other necessary purpose.
- viii. Employers of Non-District employees will provide all worker's compensation and other insurance benefits as appropriate.
- ix. Individuals who are not currently employed will provide all appropriate insurance benefits themselves.
- x. No advances will be allowed.

7. International Business Travel Guidelines

A. International Travel – Employee	
i. Timeline	Steps to take
1. Prior to Approval	<ul style="list-style-type: none">• Employees will enroll in the Smart Traveler Enrollment Program https://step.state.gov/step/.• Staff will follow all instructions given by the State Department and by our local embassy.• Employee will check the Advisory Level of the countries of destination .• If the country is at a Level 4, the travel will not be booked or submitted for approval.
2. One week prior to departure dates	<ul style="list-style-type: none">• Employee, along with the supervisor and Executive Cabinet Member, will check the Advisory Level. If the country is at Level 3, the employee will contact their contacts within the country to determine the situation of where the travel will take place.• Executive Cabinet member will assess the best course of action for travel.• If the country is at Level 4, the travel will be cancelled.

A. International Travel – Employee	
i. Timeline	Steps to take
3. One day prior to departure	<ul style="list-style-type: none"> Employee, along with the supervisor and Executive Cabinet Member, will check the Advisory Level. If the country is at Level 3, the employee will contact their contacts within the country to determine the situation of where the travel will take place. Executive Cabinet Member will assess the best course of action for travel. If the country is at Level 4, the travel will be cancelled.
4. An employee may opt out of international travel at any time related to the Advisory Level of the country to which they plan to travel to.	

B. International Travel - Students	
i. Timeline	Steps to take
1. Prior to Approval	<ul style="list-style-type: none"> Students will enroll in the Smart Traveler Enrollment Program https://step.state.gov/step/. District employee acting as the liaison for student travel will inform the student of STEP and will inform the student on what the Levels mean and what the country's Level is stated at the time travel is arranged.
2. One week prior to departure dates	<ul style="list-style-type: none"> The District employee acting as the liaison will check the Advisory Level. If the country is at Level 3, the employee will contact their contacts within the country to determine the situation of where the travel will take place. Employee, along with supervisor and Executive Cabinet Member, will assess the situation and inform the student on the risks associated with travel to the country. The student may opt out of the travel at any time due to the Level the country placement. If the country is at Level 4, the travel will be cancelled.

B. International Travel - Students	
i. Timeline	Steps to take
3. One day prior to departure	<ul style="list-style-type: none"> • The District employee acting as the liaison will check the Advisory Level. If the country is at Level 3, the employee will contact their contacts within the country to determine the situation of where the travel will take place. • Employee, along with supervisor and Executive Cabinet Member will assess the situation and inform the student on the risks associated with travel to the country. The student may opt out of the travel at any time due to the Level the country placement. • If the country is at Level 4, the travel will be cancelled.
<p>4. A student may opt out of international travel at any time related to the Level of the country they plan to travel to. The District shall notify students of separate timelines for securing refunds for costs associated with the travel.</p> <p>5. Before the student opts out of travel, the employee must inform the student about the following items:</p> <ol style="list-style-type: none"> a. Enrollment in the course related to travel b. Costs associated with travel (airfare, hotels, prepaid items) c. Costs associated with the course – refund deadlines 	

Reviewed by CPC: 03/18/2025

Next Review Date: Spring 2031