

## AP 6335 Travel

Reference: *Board Resolution 12061*

1. Employees are expected to exercise prudent judgment in incurring travel expenses for official District business. Only necessary expenses will be approved and reimbursed.
2. Reimbursement for Conference Travel:
  - a. All travel requests must be approved in advance by the appropriate supervisor and administrator.
  - b. Reimbursement for meals will be on a per-diem basis of \$35 (breakfast \$7.00, lunch \$10.00 and dinner \$18). Incidentals such as tips, are included in the per-diem.
  - c. Travelers will be reimbursed for breakfast if departure is before 7:30 a.m., and for dinner if return is after 6:00 p.m.
  - d. A rental car or college owned vehicle can be requested; if a personal vehicle is used, reimbursement will be at IRS mileage rate currently in effect.
  - e. Reimbursement for gasoline will only be made for fueling rental vehicles or school vehicles.
3. Student Travel: Reimbursement for meals will be on a per diem basis of \$25.00 (breakfast \$5.00, lunch \$7.00 and dinner \$13.00); incidentals such as tips are included in the per-diem; breakfast will be reimbursed if departure is before 7:30 a.m., and for dinner if return is after 6:00 p.m.
4. In County Travel: Mileage for authorized in-county travel shall be documented on a Mileage Expense Claim form and approved by the immediate supervisor, and appropriate administrator. Mileage will be reimbursed at the Internal Revenue Service maximum tax-exempt reimbursement rate in effect at the time the request is submitted.

Approved by Planning and Budget Committee May 24, 2006