



Book	Administrative Procedures
Section	Chapter 6: Business and Fiscal Affairs
Title	Travel
Number	AP 6335
Status	Active

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.

Last Modified by Mary Carter on December 12, 2011