

### **BOARD MEMBER TRAVEL**

Members of the Board shall have travel expenses paid whenever they travel as representatives of and perform services directed by the Board. Travel by board members outside of the District must receive prior approval from the Board of Trustees.

A Travel and Advance Request must be submitted with conference schedules, itineraries, and/or meeting schedules prior to the trip. A Travel Expense Request shall be submitted within fourteen days upon return from the trip.

#### **Mode of Transportation**

Transportation should be scheduled by the most economical means. Air transportation shall be by coach. Unused, non-refundable tickets should be returned to the Business Office. Rental vehicles shall be mid-sized cars or smaller, unless number of passengers or cargo dictates a larger sized vehicle. Individuals, other than Board members or CR employees on District business, shall not be transported in cars rented directly by the District or rented by a District credit card. Personal vehicles (or vehicles rented in the Board member's name) shall be used if someone other than those identified on the travel request is to accompany the Board member.

#### **Mileage Reimbursement**

Reimbursement may be granted for the use of a personal vehicle while traveling for the District. An Authorization for Use of Personal Auto form must be completed. Mileage may either be submitted on a Local Mileage Request or Travel Expense Request.

When Board members drive their own vehicles while on District business and are involved in an accident, they are required by law to use their own liability policy for coverage. The District liability policy would be used only after the Board members' policy limits have been exceeded. The District does not cover, nor is it responsible for, comprehensive and collision coverage to the Board member's vehicle.

The reimbursement rate shall be the standard mileage rate as determined by the Internal Revenue Service.

#### **Meal Allowance**

Meal receipts are not required. Meal allowances are not to exceed \$36.00 per day based on the following rates:

Breakfast	-	\$ 8.00
Lunch	-	10.00
Dinner	-	18.00

No reimbursement will be provided for any meal that was included in a conference, workshop, or meeting fee, or provided by the hotel/motel, including continental breakfast. Exceptions may be made on a case by case basis by the President/Superintendent.

As a guideline, meal allowances on the initial day of travel are payable if it was necessary to leave the work site, or residence on or before the following times:

Breakfast	-	7:00 a.m.
Lunch	-	11:00 a.m.
Dinner	-	5:00 p.m.

Meal allowances on the day of return are payable if the return to the work site or residence, exclusive of eating time, was on or after the following times:

Breakfast	-	9:00 a.m.
Lunch	-	1:00 p.m.
Dinner	-	7:00 p.m.

### **Lodging**

The District will reimburse the actual cost of a reasonable and economical room at the single occupancy rate. When a Board member shares lodging facilities with a non-district person (e.g. spouse, children, friend, etc.), reimbursement to the Board member is limited to the single occupancy rate. The actual itemized receipt is required and must be attached to the Travel Expense Request form.

### **Miscellaneous Expenses**

The District will reimburse the cost of miscellaneous necessary expenses such as postage, reproduction costs, facsimile charges, minor supplies, parking fees, bridge tolls, and transportation such as taxi fare, bus fare, commuter train, or vehicle rental (allowed only when approval is granted prior to attending the conference). Laundry and valet expenses may be allowable when an Board member's absence from regular service extends beyond five nights. Reimbursement for telephone expenses will be allowed only if incurred in conducting college business. One "safe on arrival" call is also allowed. Receipts are required for all reimbursements (except meals) and shall accompany the Travel Expense Request form. Exceptions for which receipts are unavailable are subject to the approval of the President/Superintendent.

Reimbursements will not be made for tips; personal telephone calls; entertainment expense; radio, television or movie rentals; transportation to or from places of entertainment and similar facilities; conference-arranged leisure tours or personal side trip expenses; individual membership dues or fees; the cost of alcoholic beverages; cost of hair care, shoe shines; and traffic or parking citations.

Reference: Education Code Section 72423

Adopted by Board of Trustees: 9/11/05

Former Policy # 604: "Travel," Adopted by Board of Trustees: 8/15/77

Amended: 4/12/79; 11/3/80/ 11/91; 3/7/94

Former Administrative Regulation #604.01: "Travel Reimbursement," Adopted by Board of Trustees: 9/17/79

Amended: 11/3/80; 10/1/90; 3/7/94; 10/20/00; 11/4/03