

Staff Travel

1. All travel/conference requests must have prior approval of at least five (5) working days by the Superintendent/President.
2. Prepaid transportation costs, registration fees, etc., must be submitted and approved at least twenty (20) working days in advance for processing in the Office of Administrative Services.
3. Exceptions to 1 and 2 may be made by the Superintendent/President.
4. An "Absence from Campus" form must also accompany the travel request form indicating that personnel will be off-campus for "school business." It is the responsibility of the District employee to inform his/her immediate supervisor of his/her address while traveling. This is necessary so the employee can be contacted in case of emergency and for insurance purposes. For any college related travel in excess of 30 miles from the employee's primary worksite, an "Absence from Campus" form must be filed.
5. Travel by automobile shall be in college-owned vehicles unless approved in advance by the Chief Business Officer.
6. Reimbursement for authorized use of private automobiles shall be at the current Internal Revenue Service reimbursement rate at the time of travel.
7. Reimbursement for meals shall be at the current Internal Revenue Service reimbursement per diem rate for Riverside County at the time of travel. Exceptions to these per diem rates must be approved in advance by the Superintendent/President.
8. Effective July 1, 1986, in accordance with Education Code Section 44032, 35044, 35172, 35173, an amount not to exceed 15% of the total cost of a meal (a tip) may be considered a part of the actual expense.
9. Reimbursement for approved travel and related expenses must be submitted within thirty (30) days following the activity, or reimbursement for expenses will be null and void.
10. Actual fare on any public transportation service shall be allowed, but receipts for such expenses should normally accompany the expense form.
11. Travel by air shall be approved for personnel attending conferences whenever it is found to be as economical as other transportation and/or when, in the opinion of the Superintendent/President or vice president, the saving of time shall be an important factor and an advantage to the District.

12. An employee is required to have personal automobile insurance, and it shall be primary and the District's coverage secondary whenever the employee's personal vehicle is used on authorized District business.
13. Employees who possess a valid flying license may be given approval to travel by private aircraft operated by the employee if, in the opinion of the Superintendent/President, such method of transportation would be to the advantage of the District, and if proof of insurance is on file in the Office of Administrative Services. Reimbursement for such transportation shall not exceed the approved rate for use of a personal automobile, or the total cost of travel by commercial airlines, whichever is the lesser amount.
14. Under no circumstances shall the District reimburse an employee at a rate greater than the fare of the common carrier used or the approved rate for use of a personal vehicle as the case might be.
15. Receipts for lodging shall be attached to the travel claim and shall show dates for which the charge was made.
16. All expenses for taxis, bus fares, tolls, and parking charges may be claimed when properly itemized on the claim form.
17. District credit cards shall not be billed for laundry, personal telephone calls, videos, etc.
18. Traffic and/or parking citations received while driving a District-owned vehicle are the responsibility of the person driving the vehicle at that time.

Emergencies, Illness or Accident

1. Notification
In case of illness, accident or emergency occurring while an employee is traveling on District business, the responsible employee should notify the following:
 - a. Local emergency or medical service, if circumstances so warrant;
 - b. Proper legal authorities in case of accident; and
 - c. His/her supervisor by telephone (if supervisor cannot be reached, contact another college administrator).
2. Reports
In case of accident or serious illness, written reports must be submitted as soon as possible, but no later than twenty-four (24) hours after the incident.
 - a. Automobile. If it is a vehicle accident involving either a District or personal vehicle being used on District business, the employee must submit a written report to the Superintendent/President's office and the Office of Administrative Services. Any relevant, supportive legal information should be attached to this report.

- b. Illness or Accident. In the event of serious illness or accident that does not involve a vehicle, the employee must submit a written report, with full particulars (e.g., time, place, nature of incident, personnel involved, witnesses, etc.) to his/her supervisor, with copies to the Superintendent/President's office and the Office of Administrative Services.

See also BP/AP 2735 - Board Travel
See also BP/AP 6530 - District Vehicles
See also BP/AP 6335-PVC - District Credit Cards

(Formerly PVC Administrative Regulation 3500)

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