



# **ADMINISTRATIVE** **PROCEDURE**

**2735**

**DESERT COMMUNITY COLLEGE DISTRICT**

## **BOARD MEMBER TRAVEL**

Board members shall follow travel procedures as outlined in Administrative Procedure 7400 Travel.

Conference attendance is encouraged for Association of Community College Trustees (ACCT) and the Community College League of California (CCLC). Travel expenses for attendance at meetings of these and other organizations will be approved by the Board of Trustees at a regularly scheduled meeting with travel being preapproved at least one month prior to the pre-conference rate deadline.

To support such activities, the Board will, on an annual basis, adopt a fixed amount as part of the regular budget process. The fixed amount shall be divided into fifths, and any unexpended funds, at the end of the fiscal year, will be returned to the General Fund. A Board member who has expended their allotted travel funds may petition the Board, in the form of an agenda item, to allow additional travel or may use the unexpended travel allotment of another trustee with his/her written permission.

### **Claims**

Claims for reasonable travel expense shall be submitted on District Expense Reimbursement Forms to the Superintendent/President's office. Reimbursement requests for local meetings including events and/or conferences shall include proof of attendance (e.g., a receipt, sign-in sheet or event program, or other supporting material). The Board Chair shall sign claims for other Governing Board members.

Reimbursement for approved travel and related expenses must be submitted to the Superintendent/President's Office within thirty (30) days following the activity, or reimbursement for expenses will be null and void.

### **Meals**

Only meals that are not covered by the event a Board Member is attending will be accepted. A written explanation and/or proof of the purpose of the meal reimbursement shall be submitted to the Board Chair for approval. Reimbursement for meals shall use the current Internal Revenue Service reimbursement per diem rate at the time of travel. Exceptions to exceeding the per diem rate must be in writing and will be approved by the Board Chair or Vice Chair.

### **Gratuity**

Only gratuities for meals and taxi cabs or shuttles are permitted and at the maximum of 15% for meals, 10% for taxicabs and \$2.00 per each bag/luggage for shuttles.

Failure to follow procedures may result in reimbursement claim being denied.

### **Luggage**

Reimbursement for luggage will cover the first bag, at the current price for the airline selected for travel and up to \$100.00 for overweight luggage charges (return flight only).

### **Use of Personal Vehicle**

Reimbursement for authorized use of private automobiles shall be at the current Internal Revenue Service reimbursement rate of travel. A Trustee is required to have personal automobile insurance, and it shall be primary and the District's coverage secondary whenever the Trustee's personal vehicle is used on authorized District business.

### **Non-Reimbursable Expenses**

The following expenses are not reimbursable: transportation or meal costs for a spouse or other members of the family; alcoholic beverage expenditures; entertainment and tours not directly connected with business-related events; rental cars, and any personal expenses not connected with the purpose of the business trip, such as gifts, souvenirs, dry cleaning, valet services, in-room movie rental services, tours, personal telephone calls, spa or spa related services, and tips (other than the standard 15 percent for meal service).

In addition to this Procedure and Administrative Procedure 7400 Travel, Board Members shall observe the following:

### **Emergencies, Illness, or Accident Affecting Prepaid Hotel and Travel Arrangements**

In case of illness, accident, or emergency occurring to or involving a Board Member which may affect his/her prepaid travel and hotel accommodations, the affected Board Member shall notify the Superintendent/President's Office and the Board Chair or Vice Chair as soon as possible. The Board Member shall also provide proof for the non-attendance including:

- Illness: Any medical follow-up done including medical visits;
- Family emergency: The type of and extent of the family emergency;
- Death: The relationship to decedent and any funeral service arrangements.

Notification at the earliest opportunity will assist the Superintendent/President's Office in researching any possible arrangements which may allow another Board Member to attend so as to avoid forfeiture and/or penalty of the travel, hotel, and/or conference funds expended.

### **Changes in Travel Schedule**

In some cases, Board Member travel will involve flight and hotel arrangements. These arrangements are done through the Superintendent/President's Office which works with Trustees to accommodate any arrangements which includes flight boarding times and hotel reservations.

### **Missed Scheduled and Prepaid Airline Flights**

Scheduled flight arrangements that are missed may involve extra penalty fees that must be paid in order to arrange for a new and different flight. Any Board Member who misses his/her scheduled flight and takes another flight (incurring additional costs to the District) must provide an immediate explanation to the Board Chair or Vice Chair as to the reason for the missed flight who will then determine if the excuse is reasonable resulting in fees being covered.

In cases where there is no excuse given or the excuse is deemed without merit, the Board Member will be held financially responsible for any penalties and/or costs of new flight arrangements. No further travel will be approved for any affected Board Member until the amounts are paid or other arrangements (as accepted by the Board Chair or Vice Chair) are made.

**Reference: Education Code Section 72423**

Board Approved: May 14, 2008

Administrator: Superintendent/President

Revised: January 20, 2012

Executive Cabinet Review/Approval: March 7, 2017

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Next Review: April 2022