

The following states are currently subject to California's ban on state-funded and state-sponsored travel:

1. Alabama
2. Iowa
3. Kansas
4. Kentucky
5. Mississippi
6. North Carolina
7. Oklahoma
8. South Carolina
9. South Dakota
10. Tennessee
11. Texas

Exceptions

The Legislature created exceptions in AB 1887 that allow travel to banned states in certain circumstances. (Gov. Code, § 11139.8, subd. (c).) Exceptions only apply if travel to a subject state is "required." (Ibi 12 2 -0 0 11 g106.56 526.8 43d.quired."

All travel outside the United States (with the exception of travel to Mexicali, Baja California, and San Luis, Sonora, Mexico) must be approved by the Board.

Required Documentation

The Travel Request and Expense Statement Form authorizes an employee to travel and provides a cost estimate for the entire trip. A travel form is required for all travel even travel that is no expense to the District.

The Travel Request form must be signed by the requestor with signatures of approval, in advance, by the appropriate supervisor/ dean, and, if different, a designated budget administrator. The president's signature is also required for out-of-state and out-of-county travel, except for Yuma, Arizona and Mexicali, Baja California, Mexico.

The following documentation must be attached to the Travel Request form before it is routed for signatures:

- Flyer, brochure or email describing conference, workshop, seminar, training, etc.
- Applicable documentation to support estimated travel expenses:
 - air travel (preliminary airline itinerary)
 - lodging (preliminary hotel reservation; refer to conference brochure)
 - mileage (use Google Maps to find mileage distances; mileage will be reimbursed at the current IRS rate)
 - meals (include meals not provided for in registration cost; refer to conference brochure)
 - registration (refer to conference brochure)
 - rental vehicle
 - parking (refer to conference brochure)
 - other

After travel is approved, the Travel Request will be returned so that the traveler or appropriate department support staff can make final arrangements for travel (air/ground travel, lodging, registration, parking, fuel, etc.)

Lodging:

Actual lodging cost, not to exceed charges at the single occupancy rate, shall be allowed.

If lodging is shared with another employee, each may be reimbursed only for his/her share of the charges.

When an employee shares lodging facilities with a non-District person (e.g., spouse, children, etc.), reimbursement to the employee is limited to the single occupancy rate.

Meals:

Employee reimbursement for meals will be on a per diem basis of \$60.00 (breakfast \$15.00, lunch \$20.00, and dinner \$25.00). To claim meals, a traveler must:

- Depart prior to 7:30 a.m. to claim breakfast
- Depart prior to 12:00 noon to claim lunch
- Depart prior to 6:00 p.m. to claim dinner
- Arrive past 7:30 a.m. to claim breakfast
- Arrive past 12:00 noon to claim lunch
- Arrive past 6:00 p.m. to claim dinner

No reimbursement for alcohol is allowed. Receipts for meals are not required except when charged alcohol ford()Tj0.004 Tc -0.004 TcwijJ0 h8 Tw 3.89 0 Td1.77 0 Td[al]6 (c)4 (ohol)]

personal credit card is used, reimbursement for gasoline will only be made for fueling rental vehicles or District-owned vehicles. A loss damage waiver shall be added to all rented vehicles.

If a personal vehicle is used, reimbursement for mileage only will be at the IRS mileage rate currently in effect.

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 travel occurs. In-county travel includes travel for which mileage is the only claimed expense. Travel is for the purpose of attending in-county meetings, workshops, training, and instruction at off-campus site (i.e., high schools, Centinela and Calipatria state prisons).

Salary Status during Travel

An employee who is authorized to travel off campus to attend conferences, conventions, committee meetings, in-service training seminars and so forth, shall be considered to be in regular salary status for the duration of the absence for his/her normal work