

The MiraCosta Community College District policy is to reimburse employees for reasonable and necessary expenses incurred in connection with approved travel on behalf of the district. Travel will normally be limited to meetings held within the United States.

Travelers should verify that planned travel is eligible for reimbursement or a travel expense claim before making travel arrangements. The district strongly encourages use of travel discounts when making travel arrangements. Travelers seeking reimbursement

Travel for the superintendent/president must be approved by the assistant superintendent/vice president of Administrative Services.

For prepaid travel or travel advances, employee travel must be authorized at least fourteen (14) days in advance of the travel. Unauthorized absence from work is not

Receipts are required. If the lodging receipt shows more than a single occupancy, the single room rate must be noted. If reimbursement for more than the single room rate is requested, the name of the second approved traveler must be included.

- Meals

A meal per diem (daily meal allowance) is provided with an overnight stay (see reimbursable lodging eligibility). Meal per diem is per the district meal per diem rates available in the Fiscal Services portal.

Meals provided as part of the conference fee must be deducted from the traveler's daily per diem. When meals are included in the transportation cost, conference registration fee, built into the standard, single hotel room rate or replaced by a legitimate business meal, the allowance for that meal is not reimbursable and the amount will be deducted from the daily per diem, unless it is due to dietary restrictions and the provided meal does not meet their dietary restrictions.

Receipts are not required for meal per diem. For audit purposes, the conference agenda/schedule/program and itemized meal worksheet are required.

- Meals for Student Field Trips

Meal allowances for students and employees on athletic or other field trips are provided per the table below:

Item	Breakfast	Lunch	Dinner	Total
Meal Rates	\$10	\$12	\$18	\$40

Meals for students who are invited to conferences and approved to travel are eligible

The district authorizes reimbursement for economy or compact vehicles. In certain circumstances, larger vehicles may be rented with supervisory approval. The rental agreement must clearly show the date and the points of departure/arrival, as well as the total cost. Drivers must adhere to the rental requirements, and restrictions must be followed.

When vehicle rentals are necessary, travelers are required to purchase collision damage waiver (CDW) or loss damage waiver (LDW) coverage. The district will reimburse the cost of CDW or LDW coverage; all other insurance reimbursements will be denied. The district driver (renter) renting the vehicle should verify that it is rented in both the employee's and the district's names to tie the rental to the district in a claim situation, per insurance carrier requirements (i.e., John Doe for MiraCosta College).

Receipts are required for all automobile rentals whether prepaid or reimbursed.

- Automobile Mileage

Mileage is reimbursable for work related meeting/event/conferences only. Driving instead of flying is permissible if a personal vehicle is more economical than any other type of public transportation, is a business necessity, or if the destination is not otherwise accessible. Mileage is reimbursable up to the airfare cost, unless it's necessary to drive due to equipment hauling.

A valid driver's license issued within the United States and personal automobile insurance at least meeting the district's minimum insurance limits are required for expenses to be reimbursed. "Authorization for Use of Privately Owned Vehicles for District Business" and "Motor Vehicle Driver Authorization Request" forms ([Mileage Reimbursement Authorization Steps](#)) must be approved and on file per [Administrative Procedure 6530](#), Vehicle Use/Driver Authorization.

Reimbursement mileage rate for use of a personal automobile is based on the current Internal Revenue Service rate.

Mileage shall be computed to and from the traveler's normal work location) and the destination. When a traveler is authorized to drive a private vehicle to and from a public carrier terminal (i.e., an airport, train station, bus station, etc.), mileage may be reimbursed as follows:

- One round trip, including parking for the duration of the trip
- Two round trips, including short-term parking expenses, when an employee is driven to a public carrier.

Employees who have assignments at different district locations in the course of a single work day as a part of their contractual obligation will be reimbursed at the district mileage rate for necessary travel between these locations. Contractual obligation is defined as meeting classes, discharging counseling/library/ supervisory duties, attending department meetings or meetings of Academic Senate, Classified Senate Council, or other district/Academic Senate/Classified Senate committees.

No mileage will be paid for travel from home to the first work station of the day or to home from the last work station of the day.

after the end of the trip will go through an escalation process, and future cash-advance requests will be on hold or denied until the issue is resolved.

Vacation in Conjunction with District Travel

In cases in which vacation time is added to district-related travel, any cost variance in airfare, car rental, or lodging must be clearly identified on the travel request. The district will not prepay any personal expenses with the intention of being "repaid" at a later time, nor will any personal expenses be advanced or reimbursed.

Travel for Nonemployees

Additional costs for travel, lodging, meals, or other travel expenses for spouses or other family members will not be prepaid or reimbursed.

Reimbursements

A travel expense reimbursement request and supporting documentation (receipts) must be submitted within thirty (30) days after the trip is completed to obtain reimbursement of expenses. At fiscal year-end, all travel expense reimbursements requests must be submitted to Accounting by July 10th for expenses incurred through June 30th of the previous fiscal year.

Receipts are required for all expenses except meal per diem, mileage, and tips for taxi/shuttle service/valet parking. Expenses not supported by receipts will not be reimbursed.

If the requested reimbursement exceeds ten (10) percent of the total pre-

- Evening or formal wear expenses
- Haircuts and personal grooming
- Laundry and dry cleaning
- Passports, vaccinations, and visas when not required as a specific and necessary condition of the travel assignment
- Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, golf outings, sightseeing tours, other entertainment or social activities, and related incidental costs
- Personal phone calls
- Travel accident insurance premiums or purchase of additional travel insurance
- Hotel bell staff/porter service
- Sundries and other expenses not directly related to district travel
- Travel expenses while on sabbatical