

Guidelines for District Travel

May 18, 2017

Given the need to use taxpayer dollars wisely, these Guidelines describe measures for reasonable use of travel budgets, no matter what the funding source. Wise use of District funds for travel will allow greater travel opportunities or will allow the College to fund other important things.

1. Early registration. When possible, participants will enroll in conferences within the early registration period to avoid additional registration fees.
2. Carpool. Whenever possible, participants will carpool together to and from the airport and/or the conference. Exceptions would include when individuals have different plans either going or returning or are attending for a different number of days. Individuals who don't wish to carpool will be responsible for the full cost of their own mileage and parking.
3. Hotels. Participants will book hotels as early as possible to take advantage of special conference rates. If the conference hotel is sold out, travelers will look for a modestly-priced hotel in the same area. Costs associated with hotel room upgrades are to be paid by the traveler. Hotel rooms are not to exceed the federal per diem rate. Exceptions approved by the area VP. Additionally, all travelers should use the letter from Purchasing to seek California tax exemption at CA hotels.
4. Hotel rooms. The appropriate Vice-President will determine how many hotel rooms the District will pay for. Departments and programs may be able to increase the number of participants if they are willing to share hotel rooms.
5. Time-lines for submitting travel requests (except CTEA):
 - In state travel: Submit your travel request at least 2 weeks prior to allow time for signatures and processing.
 - Out of state travel: Submit your travel request at least 4 weeks prior to travel to allow time for signatures and processing.
 - When payment in advance is requested: Submit your travel request at least 4 weeks prior to travel to allow time for signatures and processing.
 - Out of country travel: Submit your travel request at least 8 weeks prior to travel to allow time for signatures, processing and board approval. It is the responsibility of the Supervising Administrator to submit the board item to the appropriate Vice President.
6. Grant-funded travel. Individuals traveling with Federal Grants will follow the federal guidelines, which have a different per diem rate than SRJC. Federal grants also take into account the

differing hotel costs in major cities. On the travel request, accounting needs to be alerted that the travel request is using federal funds and that the guidelines are different.

7. CTEA-funded travel.

- Travel funded by Perkins must be “cost effective,” and this is reviewed by them. For example, if it is less expensive to fly rather than drive, the traveler is expected to fly.
- CTEA reimburses actual expenses, up to the total award amount. Therefore, the SRJC Accounting Department will issue the reimbursement check only after the original receipts, invoices, or travel expenses have been processed.
- Pursuant to District Policy and Procedure 5.8.4 and 5.8.4P, “All travelers are expected to make every effort to obtain discounted pricing whenever possible.” The District can refuse authorization of costs, regardless of funding source(s), if costs are deemed to be exorbitant.
- If travel is within the State of California, please submit your travel documents two weeks prior to travel.
- If travel is outside of the State of California, PLEASE submit your travel documents eight weeks prior to travel. We are required to obtain Chancellor’s Office approval for any travel outside of the State when using Perkins (CTEA) funding. Once we have the Chancellor’s Office approval, we can approve the request travel. If travel documentation is received after the established deadlines, you will be responsible for the total costs of your travel.

For information on the travel request process, special rental car pricing, per diem rates, and to obtain travel forms, please visit the purchasing website.