

AR 7400 Overview

Flex Week Training | February 3, 2025

AR 7400 Travel

- Authority
- Mileage
- Travel
- Travel Advances



Authority

- Who has authority to approve travel?
- Chancellor has given authority to approve travel requests to Cabinet Members for work-related travel within employee's scope
- Who has authority to approve international travel?
- Chancellor must approve all travel outside the US
- When should travel requests be approved?
- ALL travel requests should be routed for approval prior to travel

Mileage

- Actual claimed business mileage driven
- Attach Google Maps to support all claims
- Paid at the current IRS standard rate
- Turn in all approved claims to Accounts Payable within 15 days of month end (or no later than June 30th) for reimbursement
- Use Mileage Reimbursement Claim Form only when no other travel-related expenses



Travel

- Conference Request Claim Form (CRCF) is required to be approved prior to attendance
- Basic guidelines for travel expense reimbursement:
 - Reasonable and necessary
 - Business related
 - Most economical
 - Supported by original itemized receipts

Travel

- Allowable Expenditures
 - Transportation
 - Lodging
 - Meals (not covered by conference registration and during period of travel)
 - Registration
 - Car rentals/Mileage/Parking
 - Uber/Other ground transportation (including up to 20% gratuity)
 - Other miscellaneous expenses (**with documentation of business necessity**)

Travel

- Unallowable Expenditures
 - Other tips/gratuities
 - Trip insurance
 - Valet parking fees
 - Entertainment expenses
 - Personal phone calls
 - Alcoholic beverages
 - Any other personal expenses

Transportation

- Lowest economical and class airfare or mileage not to exceed same, **unless specifically approved in advance with documentation of business necessity**
- Will not cover any additional fees such as extra legroom, exit row, early check-in, additional baggage over one checked and one carry-on, or any other upgrades
- All airlines' options differ and continually change. Be sure to confirm the fare booked is the lowest economical fare
- If traveling with district supplies, heavy equipment, etc. consider costs of shipping ahead vs. additional checked bags (**document business necessity**)

Lodging

- Overnight lodging is not allowable within 50 miles from regular work location, **unless specifically approved in advance with documentation of business necessity**
- Reimbursed only for the actual dates of the approved conference
- The night before or the night the conference ends may be reimbursed **if specifically approved in advance with documentation of business necessity**
- Only at the published standard single occupancy rate for the conference - Plan accordingly to take advantage of the conference room block
- Also ask for the government rate which can sometimes be less

Lodging

- For travel within California, fill out the Transit Occupancy Tax Waiver (last page of the CRCF) and bring with you to present at check in
 - When accepted, provides substantial savings by reducing taxes charged
- At this time the District does not allow business lodging booked from vacation rental companies such as Airbnb, VRBO, etc.

Meals

- The intent of meal reimbursement is to cover the incremental cost of having to eat out rather than at home. It is not to cover the entire cost of meals
- Only allowable if there is an overnight stay
- Meals for which expenses are actually incurred during period of travel shall be reimbursed at the per diem rate per meal using the current single low level IRS rate (\$14 breakfast, \$25 lunch, \$35 dinner)
- No per diem for meals covered by conference. If an employee chooses to purchase a meal that is covered, this is a personal expense
- Do not turn in receipts for per diem meals

Travel Advances

- May request advances for costs incurred prior to travel
 - Transportation, registration and lodging paid directly to third party vendors
 - Submit 15 business days in advance of travel
 - Confirm available budget ahead of submission
- When using District's authorized travel agency for airfare, Away We Go Travel, submit Purchase Requisition in Colleague and email scanned copy of approved CRCF to Purchasing Services (\$35 fee per transaction)
- For all other advances, email approved PDF copy of CRCF to Accounts Payable, along with backup for direct payment (AP@rsccd.edu)

Travel Advances

- May request cash advance to employee
 - Only for costs that will be incurred prior to travel
 - Total of all advances cannot exceed 75% of total approved estimated expenses
 - Other costs, such as meals, parking, mileage, etc. will be reimbursed upon return and submittal for reimbursement
- No cash advances if being reimbursed by outside funding or outstanding unreconciled advance
- No advances when using categorical funding when payment and travel cross fiscal years without specific authorization from granting agency

Travel

- What should you do if you may incur an expense not specifically covered in AR 7400?
- Call Accounts Payable and ask for guidance
- **Specifically approve in advance with documentation of business necessity**
- Forms and instructions posted to the Accounts Payable website
- Submit approved final claims within 15 days from returning (or no later than June 30th) for reimbursement
- No cost? Document on the CRCF, route for approval, keep on file

Processing Mileage and CRCF

- Common reasons for delays in processing:
 - No budget or insufficient budget
 - Lack of original itemized receipts
 - Missing conference literature
 - Missing Google Maps
 - Lack of documentation for...wait for it...wait for it...
- **Items needing to be specifically approved in advance with documentation of business necessity!**

QUESTIONS?

