Reference: Education Code Section 87032

1. All travel/conference requests must have prior approval of at least five (5) working days by the Superintendent/President.

2. Cash advances, registration fees, etc., must be submitted and approved at least fifteen (15) working days in advance for processing in the Office of Administrative Services.

3. Exceptions to 1 and 2 may be made by the Superintendent/President.

4. An "Absence from Campus" form must also accompany the travel request form indicating travel will be off-campus for "school business." It is responsibility of the District employee to inform his/her immediate supervisor of his/her location while traveling. This is necessary so the employee can be contacted in case of an emergency and for insurance purposes.

5. Travel by automobile shall be in college-owned vehicles unless approved in advance by the Superintendent/President or designee.

6. Reimbursement for authorized use of private automobiles shall be at the current Internal Revenue Service reimbursement rate at the time of travel.

7. The District shall reimburse employees for meals at the current Internal Revenue Service reimbursement per diem rate for Riverside County at the time of travel. Exceptions to these per diem rates must be approved in advance by the Superintendent/President.

8. In accordance with Education Code Section 44032, 35044, 35172, 35173, an amount, not to exceed 15% of the total cost of a meal (and tip), may be considered a part of the actual expense.

9. Reimbursement for approved travel and related expenses must be submitted within thirty (30) days following the activity, or reimbursement for expenses will be null and void.

10. Actual fare on any public transportation service shall be allowed, but receipts for such expenses should accompany the expense form.

11. An employee on District business is required to have personal automobile insurance, and it shall be primary and the District's coverage secondary whenever the employee's personal vehicle is used on authorized District business.

12. Employees who possess a valid private pilot license may be given approval to travel by private aircraft operated by the employee if, in the opinion of the Superintendent/President, such method of transportation would be to the advantage of the District and if proof of insurance is on file in the Office of Administrative Services.