



SAN FRANCISCO COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE PROCEDURES MANUAL

Title: DISTRICT TRAVEL	Number: AP 2.19
Legal Authority: California Education Code Section 87032	

If the expense reimbursement is for attendance at a professional conference, an agenda from the conference shall be attached to the expense reimbursement claim. Reimbursement will not be made for employees who choose to use personal travel points and/or miles to make purchases related to District travel.

Reimbursement of travel expenses shall be approved by a direct supervisor.

According to IRS regulation 1542, any reimbursement (excluding taxes) for lodging, meals, and incidentals at a rate greater than the "Per Diem Rate" are subject to income tax

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1. Meal Expenses . Meal expenses will be reimbursed only when an employee has received prior approval










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a higher rate at an alternate hotel in the vicinity if a rate comparable to the conference rate is unavailable.

10. Administrative Responsibility: The Vice-Chancellor for Finance and Administration shall establish forms and instructions to implement this administrative procedure.

Recommended by Participatory Governance Council