Peralta Community College District
Office of the Chancellor
Board Policy and Administrative Procedure Project

The June 30, 2011 letter from the accreditation commission included the following recommendation:

"Commission Recommendation 4:
While evidence identifies progress, the District has not achieved compliance with Standard IV.B and Eligibility Requirement #3. Specifically, the District has not completed the evaluation of Board policies to the end of maintaining policies that are appropriate to policy governance and excluding policies that inappropriately reflect administrative operations. Therefore, in order to meet Standards and Eligibility Requirements, the District must evaluate all Board policies and implement actions to resolve deficiencies."

If the District were to "evaluate all Board policies" in detail and "implement actions to resolve deficiencies" using normal processes, the project could consume enormous energy and take too long given the commission's expectations. Therefore, it is proposed that the district take advantage of work already done by the League of California Community Colleges and use their suggested policies as a basis and adapt their material to Peralta CCD. Using the league template, it also becomes clear that the district needs to add some policy material and considerable administrative procedure material that was previously missing or incorrectly included in policies. The league template also has the benefit of introducing a standard structure that will ease the updating process in the future.

The following implementation mechanism is proposed:

Board policies will generally be reviewed in the order suggested by the Community College League of California by their Policies and Procedure Services department. The following will occur:

1. The League numbering and naming system will be used to organize and structure the policies.
2. The League language and approach for each policy will form the basis for the development of the replacement policy language, but existing district language will be used when appropriate.
3. The format, style, and fonts will be standardized for all policies and procedures.
4. Companion administrative procedures will be written as recommended by the League or others.
5. Existing district policy language that is "appropriately reflect administrative operations" will be moved to either:
   A. an Administrative Procedure
   B. the web site pages for informational purposes

Below is a sample of how this process will work with a specific policy.

The existing Board Policy 1.01 Membership is proposed to be replaced by three policies based on the league template:

BP 2010 Board Membership
BP 2100 Board Elections
BP 2110 Vacancies on the Board

The District previously had no administrative procedures related to this policy. It is proposed that the following administrative procedure be issued by the Chancellor based on the league template.

AP 2110 Vacancies on the Board

The administrative operations material (map and description of the trustee areas) would be moved to the Board of Trustees' web site page.
Narrative Summary of Proposed Changes in Board Policies and Administrative Procedures

BP 1100 The Peralta Community College District
New policy.

BP 1200 Mission
Replaces policy 1.24 Mission of the Peralta Community College District.
Changes title, number, and format only.

BP 2010 Board Membership
Replaces a portion of policy 1.01 Membership
Changes title, number, and format. League language and content used.
The district’s legacy policy 1.01 is replaced by BP 2010, BP 2100, & BP 2110.
Administrative material (description of board of trustees’ areas) moved to web site.

BP 2015 Student Members
Changes title, number, and format only.

BP 2100 Board Elections
Replaces a portion of policy 1.01 Membership
Changes title, number, and format. League and district language and content used.

BP 2110 Vacancies on the Board
Replaces a portion of policy 1.01 Membership
Changes title, number, and format. League and district language and content used.

AP 2110 Vacancies on the Board
New procedure.

BP 2200 Board Duties and Responsibilities
Changes number and format only.

BP 2210 Officers
Changes title, number, and format only.

BP 2220 Committee of the Whole
Changes title, number, and format only.
Rewritten in response to accreditation recommendation and current practice.

AP 2220 Committee Procedure and Staffing
New procedure

BP 2305 Annual Organizational Meeting
New Policy

BP 2310 Regular Meetings of the Board
Replaces a portion of policy 1.10 Meetings of the Board of Trustees
The district’s legacy policy 1.10 is replaced by BP 2310, BP 2315, BP 2320, AP 2320, BP 2330, BP 2340, AP 2340, BP 2350, AP 2350, BP 2360, & AP 2330.
Changes title, number, and format. League and district language and content used.

BP 2315 Closed Sessions
Replaces a portion of policy 1.10 Meetings of the Board of Trustees
Changes title, number, and format. League language and content used.
BP 2320 Special and Emergency Meetings
Replaces a portion of policy 1.10 Meetings of the Board of Trustees
Changes title, number, and format. League language and content used.

AP 2320 Special and Emergency Meeting Notification
New procedure.

BP 2330 Quorum and Voting
Replaces a portion of policy 1.10 Meetings of the Board of Trustees
Changes title, number, and format. League language and content used.

BP 2340 Agendas
Replaces a portion of policy 1.10 Meetings of the Board of Trustees
Changes title, number, and format. League language and content used.

AP 2340 Agenda Development and Posting
New procedure.

BP 6300 Fiscal Management and Accounting
Replaces policy 6.03 Accounting
Changes title, number, and format. League language and content used.

AP 6300 General Accounting
New procedure.

BP 7400 Travel
Replaces policy 6.39 Conference/Professional Development and Travel
Changes title, number, and format. Rewritten in response to Grand Jury recommendation.

AP 7400 Travel
New Procedure.
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<th>PCCD Policy #</th>
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</table>
The District has been named the Peralta Community College District.

The name is the property of the District. No person shall, without the permission of the Board, use this name or the names of any colleges or other facilities of the District, or any abbreviation of them, to imply, indicate or otherwise suggest that an organization, product or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, the District.

The District consists of the following colleges:

College of Alameda
Laney College
Merritt College
Berkeley City College

Reference:
Education Code Sections 72000(b);
Elections Code Section 18304
Board Policy 1200 Mission

We are a collaborative community of colleges. Together, we provide educational leadership for the East Bay, delivering programs and services that sustainably enhance the region's human, economic, environmental, and social development. We empower our students to achieve their highest aspirations. We develop leaders who create opportunities and transform lives. Together with our partners, we provide our diverse students and communities with equitable access to the educational resources, experiences, and life-long opportunities to meet and exceed their goals. In part, the Peralta Community College District provides accessible, high quality, educational programs and services to meet the following needs of our multi-cultural communities:

- Articulation agreements with a broad array of highly respected Universities;
- Achievement of Associate Degrees of Arts and Science, and certificates of achievement;
- Acquisition of career-technical skills that are compatible with industry demand;
- Promotion of economic development and job growth;
- Remedial and continuing education;
- Lifelong learning, life skills, civic engagement, and cultural enrichment;
- Early college programs for community high school students;
- Supportive, satisfying, safe and functional work environment for faculty and staff; and
- Preparation for an environmentally sustainable future

Reference:
District Wide Strategic Plan
Accreditation Standard 1

Replaces:
Board Policy 1224 Mission of the Peralta Community College District first adopted September 16, 2008
Board Policy 2010 Board Membership

The Board shall consist of seven members elected by the qualified voters of the District. Members shall be elected by trustee area as defined in BP 2100 Board Elections.

Any person who meets the criteria contained in law is eligible to be elected or appointed a member of the Board.

An employee of the District may not be sworn into office as elected or appointed member of the governing board unless he or she resigns as an employee.

No member of the Governing Board shall, during the term for which he or she is elected, hold an incompatible office.

The members of the Governing Board shall henceforth be referred to as Trustees. The Governing Board shall henceforth be referred to as the Board of Trustees.

Reference:
Education Code Sections 72023, 72103, and 72104.

Replaces:
Board Policy 1.01 Membership first adopted January 4, 1965 and last revised December 9, 2008
The Board shall include two non-voting student members, elected through the student general election process. The term of office shall be one year commencing June 1.

- The student members shall be residents of California at the time of nomination, and during the term of service, and shall be enrolled in and maintain a minimum of five semester units at one of the Colleges at the time of nomination and throughout the term of service. The candidates must meet and maintain a grade average of 2.0 or higher. Additionally, student trustees may serve a maximum of two one-year terms.
- Student trustees may enter into discussion of agenda items and otherwise participate in Board meetings, with the exception of making and seconding motions.
- The Student Trustees shall not be included in closed sessions of the Board.
- Student Trustees shall be compensated $50.00 per month for transportation costs related to official Board business.
- The Student Trustees shall be compensated for attendance at Board meetings at one-half the rate allotted elected Trustees, with the same proportion of pay for absences applied to elected Trustees.
- The Student Trustees shall, upon approval of the Board, be allowed the opportunity to attend, at District expense, conferences, conventions and other meetings related to the activities and responsibility of members of the Board.

Reference:
Education Code Section 72023.5

Replaces:
Board Policy 1.02 Student Trustees first adopted December 15, 1981 and last revised July 12, 2005
Board Policy 2100 Board Elections

The term of office of each trustee shall be four years, commencing on the first Friday in December following the election.

The Board of Trustees has provided for the election of trustees by trustee area. Election of the seven Trustees is staggered so that, as nearly as practical, one-half of the trustees shall be elected at each consolidated general election falling on an even-numbered year. Trustee areas 3, 5, and 7 are subject to election every four years commencing in 2010. Trustee areas 1, 2, 4, and 6 are subject to election every four years commencing in 2012.

The election of a board member residing in, and registered to vote in the trustee area he or she seeks to represent shall be only by the registered voters of the same trustee area. A change of residence external to the area represented shall effect an automatic resignation and create a vacancy on the Board.

The Chancellor shall submit recommendation to the Board regarding adjustments to be made to the boundaries of each trustee area, if any adjustment is necessary, after each decennial federal census. The Chancellor shall submit the recommendation in time for the Board to act as required by law.

Reference:
Education Code Sections 5000 et seq.
Education Code Sections 5019.5, 5090, 5091 and 72022
Board of Trustees Areas are detailed on the Peralta.edu web site, Board of Trustees page

Replaces a portion of:
Board Policy 1.01 Membership first adopted January 4, 1965 and last revised December 9, 2008
Board Policy 2110 Vacancies on the Board

Vacancies on the Board may be caused by any of the events specified in Government Code Section 1770 or any applicable provision in the Elections Code, or by a failure to elect. Resignations from the Board shall be governed by Education Code Section 5090.

Within 60 days of the vacancy or filing of a deferred resignation, the Board shall either order an election or make a provisional appointment to fill the vacancy by a resident of the trustee area in which the vacancy occurs. Vacancies occurring within four months of the end of the term are not to be filled.

If an election is ordered, it shall be held on the next regular election date not less than 180 days after the occurrence of the vacancy.

If a provisional appointment is made, it shall be subject to the conditions in Education Code Section 5091. The person appointed to the position shall hold office only until the next regularly scheduled election for district governing board members, when the election shall be held to fill the vacancy for the remainder of the unexpired term.

The provisional appointment will be made by a majority public vote of the Board members at a public meeting.

Reference:
Education Code Sections 5090 et seq.
Government Code Section 1770

Replaces portion of:
Board Policy 1.01 Membership first adopted January 4, 1965 and last revised December 9, 2008
Board Policy 2200 Board Duties and Responsibilities

The Board of Trustees governs on behalf of the citizens of the Peralta Community College District in accordance with the authority granted and duties defined in Education Code Section 70902.

The Board is committed to fulfilling its responsibilities to:

- Represent the public interest
- Establish policies that define the institutional mission and set prudent, ethical and legal standards for college operations
- Assure fiscal health and stability
- Monitor institutional performance and educational quality
- Advocate and protect the district
- Delegate power and authority to the Chancellor (CEO) to effectively lead the district
- Hire and evaluate the Chancellor
- Respect the authority of the Chancellor by providing policy, direction, and guidance only to the Chancellor who is responsible for the management of the district and its employees
- Delegate the authority to the Chancellor (CEO) to issue regulations and directives to the employees of the district

Reference:
Accreditation Standard IV.B.1.d
Education Code Section 70902

Replaces:
Board Policy 2200 Board Duties and Responsibilities first adopted July 12, 2005 and last revised October 26, 2010
Board Policy 2210 Officers

At the annual organizational meeting, the Board shall elect from among its members a President and Vice President of the Board. The terms of officers shall be for one year.

The Chancellor shall serve as Secretary of the Board.

The duties of the President of the Board are:

- Preside over all meetings of the Board, and if President or Vice President will not be available, appoint a Board member to preside over the meeting;
- Call emergency and special meetings of the Board as required by law;
- Consult with the Chancellor on board meeting agendas;
- Communicate with individual board members about their responsibilities;
- Participate in the orientation process for new board members;
- Sign such documents that the acts of the Board may require;
- Appoint Board members and Student Trustees (where appropriate) to Board activities as needed with due consideration to Board members' individual preferences;
- Assure Board compliance with policies on board education, self-evaluation and Chancellor evaluation; and
- Serve as the Board's official spokesperson.

The duties of the Vice President of the Board are to:

- In the absence of the President, serve as President of the Board and preside at any regular and/or special meetings; and
- Perform any duties as assigned by the President or Board.

The duties of the Secretary of the Board are to:

- Ensure that Board members are notified of regular, special, emergency and adjourned meetings;
- Ensure that board and committee meeting agendas, materials, postings, and arrangements are in compliance with the Brown Act and Board Policy BP 2340;
- Ensure that minutes of board meetings are prepared for adoption by the Board;
- Attend all meetings of the full Board of Trustees, unless excused, and in such cases to assign a designee as appropriate;
- Certify, as legally required, all board actions;
- Sign, when authorized by law or by board action, any documents; and
- Perform other duties as required by the Board.

Reference:
- Education Code Section 72000

Replaces:
- Board Policy 1.04 Board Officers and Duties adopted July 12, 2005
Board Policy 2220 Committee of the Whole

Members of the Peralta Community College District Board of Trustees recognize the basic principle that they possess legal authority only when they are convened as a Board. As such, the Board will meet as a committee of the whole when it is found to be appropriate to consider items such as educational or facilities master planning, budget study sessions, audit status, or policy review. The purpose of committee of the whole meetings will be to gather information, hear from the public, and provide a forum to discuss pertinent issues that may ultimately come before the Board for further discussion and action. Meetings will be scheduled as appropriate by the Chancellor or by the Board prior to, or alternating with regular board meetings.

The Board may create an ad hoc committee to meet for a specific purpose for a limited period.

In the event that a Board committee meets with less than quorum of four members present, matters discussed shall be reported to the full Board for consideration.

Reference:
Government Code Section 54952

Replaces:
Board Policy 1.21 Committees adopted July 12, 2006
Administrative Procedure 2220 Board Committee Staff

A. Procedure

Matters ultimately to be recommended to the full Board of Trustees by the Chancellor shall be referred to the responsible administrator named by the Chancellor prior to submission to a Board Committee. Any proposed language intended to be presented to the full Board of Trustees regular meeting “Recommended by the Chancellor” shall be approved by the Chancellor prior to submission to a Board Committee.

B. Staffing

The Chancellor may designate a Vice-Chancellor or other administrator to present the Chancellor’s recommendations to a Board of Trustees Committee. The Chancellor’s representative will be responsible to prepare and post the agenda and to record the committee’s activity.

C. Notification

Board Committee agendas will be notified to the public in the same manner as regular Board of Trustees meeting as detailed in Administrative Procedure 2240 Agendas. The administrator responsible for the committee meeting will identify on the agenda.

Approved by the Chancellor: July 21, 2011
Administrative Procedure 2320 Special and Emergency Meeting Notification

A. Special Meeting Notification

Whenever a special meeting of the governing board is called, the Chancellor shall cause the call and written notice to be posted at least 24 hours prior to the meeting as specified below:

1. Written or electronic notice delivered to each member of the governing board, including any student trustees.

2. Written notice posted on the bulletin board adjacent to the District Board Room 333 East Eighth Street, Oakland, California.


B. Emergency Meeting Notification

The Chancellor shall attempt to provide notice using the methods under special meeting notification described above. However, if the media are not functional due to the nature of the emergency, the Chancellor shall provide notice by whatever means are possible.

C. Content

The notice shall specify the time and place of the special or emergency meeting and the business to be transacted or discussed.

Approved by the Chancellor: July 19, 2011
Board Policy 2305 Annual Organizational Meeting

The annual organizational meeting of the Board will be held each year at the first regularly scheduled board meeting in December. The meeting shall be scheduled within a 15 day period of the first Friday in December.

The purpose of the annual organizational meeting is to elect a president and a vice-president of the board and to confirm the appointment of the Chancellor as secretary to the board in accordance with Board Policy 2210. The board may also transact any other business relating to the affairs of the district.

Reference:
Education Code Section 72000(c)(2)(A)

Adopted:
Board Policy 2310 Regular Meetings of the Board

Regular meetings of the Board shall normally be held on the second and fourth Tuesday of each month excepting holiday periods. Regular meetings of the Board will normally be held at the District Board Room, 333 East Eighth Street, Oakland, California. At least one regular meeting annually will be scheduled at each of the colleges.

A notice identifying the location, date, and time of each regular meeting of the Board shall be posted at least ten (10) days prior to the meeting and shall remain posted until the day and time of the meeting. All regular meetings of the Board shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney’s office is outside the District.

All regular and special meetings of the Board shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Brown Act provisions, except as required or permitted by law.

Reference:
Education Code Sections 72000(d);
Government Code Sections 54952.2, 54953 et seq., and 54961

Replaces:
Board Policy 1.10 Meetings of the Board of Trustees first adopted March 4, 1985 and last revised November 18, 2008
Administrative Procedure 2310 Board Meeting Schedule

A. Normal Regular and Closed Session Meeting Schedule

Regular meetings of the Board are normally scheduled on the second and fourth Tuesday of the month excepting holiday periods. Regular meetings of the board will begin at 5:00 P.M., but will immediately recess to a Closed Session of the Board. The regular meeting will reopen at 7:00 P.M.

B. Procedure to establish schedule

The Chancellor, at the first meeting in September each year, will present to the board a calendar of all regular and tentative closed sessions meetings to take place in the following calendar year. The calendar presented will include specific locations if other than the District Board Room. Each of the colleges will be scheduled as the location for at least one meeting each calendar year.

C. Notification

The calendar of board meetings will be notified to the public on the district web site on the Board of Trustees page.

Approved by the Chancellor: July 21, 2011
Board Policy 2315 Closed Sessions

Closed sessions of the Board shall only be held as permitted by applicable legal provisions including but not limited to the Brown Act, California Government Code and California Education Code. Matters discussed in closed session may include:

- The appointment, employment, evaluation of performance, discipline or dismissal of a public employee;
- Charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session. The employee shall be given at least twenty-four (24) hours written notice of the closed session.
- Advice of counsel on pending litigation, as defined by law;
- Consideration of tort liability claims as part of the district’s membership in any joint powers agency formed for purposes of insurance pooling;
- Real property transactions;
- Threats to public security;
- Review of the District’s position regarding labor negotiations and giving instructions to the District’s designated negotiator;
- Discussion of student disciplinary action, with final action taken in public;
- Conferring of honorary degrees;
- Consideration of gifts from a donor who wishes to remain anonymous;
- To consider a response to a confidential draft audit report from the Bureau of State Audits.

The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session.

After any closed session, the Board shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote of every member present.

All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the Board or by law.

Reference:
- Government Code Sections 54956.8, 54956.9, 54957, 54957.6; 11125.4
- Education Code Section 72122

Adopted:
Board Policy 2320 Special and Emergency Meetings

**Special meetings** may from time to time be called by the President of the Board or by a majority of the members of the Board. Notice of such meetings shall be posted at least 24 hours before the time of the meeting, and shall be noticed in accordance with Brown Act. No business other than that included in the notice may be transacted or discussed.

**Emergency meetings** may be called by the President of the Board when prompt action is needed because of actual or threatened disruption of public facilities under such circumstances as are permitted by the Brown Act, including work stoppage, crippling disasters, and other activity that severely impairs public health or safety.

No closed session shall be conducted during an emergency meeting, except as provided for in the Brown Act to discuss a dire emergency.

The Chancellor shall be responsible to ensure that notice of such meetings is provided to the local news media as required by law.

Reference:  
Education Code Sections 72129;  
Government Code Sections 54956, 54956.5 et seq., and 54957

Adopted:
Board Policy 2330 Quorum and Voting

A quorum of the Board shall consist of four members.

The Board shall act by majority vote of all of the membership of the Board, except as noted below.

No action shall be taken by secret ballot.

The following actions require a two-thirds majority (five affirmative votes) of all members of the Board:
- Resolution of intention to sell or lease real property (except where a unanimous vote is required);
- Resolution of intention to dedicate or convey an easement;
- Resolution authorizing and directing the execution and delivery of a deed;
- Action to declare the District exempt from the approval requirements of a planning commission or other local land use body;
- Appropriation of funds from an undistributed reserve;  
- Resolution to condemn real property.

The following actions require a unanimous vote of all members of the Board:
- Resolution authorizing a sale or lease of District real property to the state, any county, city, or to any other school or community college district;
- Resolution authorizing lease of District property under a lease for the production of gas.

Reference:
Education Code Section 72000(d)(3), 81310 et seq., 81365, 81511, and 81432;  
Government Code Section 53094;  
Code of Civil Procedure Section 1245.240.

Replaces a portion of:
Board Policy 1.10 Meetings of the Board of Trustees first adopted March 4, 1965 and last revised November 18, 2008.
Board Policy 2340 Agendas

An agenda shall be posted adjacent to the place of meeting at least 72 hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:

- a majority decides there is an “emergency situation” as defined in Board Policy BP 2320 Special and Emergency Meetings;
- two-thirds of all members (five affirmative votes) determine there is a need for immediate action and the need to take action came to the attention of the Board subsequent to the agenda being posted;
- an item appeared on the agenda of and was continued from a meeting held not more than five days earlier.

Agendas shall be developed by the Chancellor in consultation with the Board President.

The order of business may be changed by consent of the Board.

Members of the public may request to place matters directly related to the business of the District on an agenda for a board meeting by submitting a written summary of the item to the Chancellor. The Board reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.

The Chancellor shall establish administrative procedures that provide for public access to agenda development and information. Reasonable fees may be charged for documents.

Reference:
Education Code Section 72121 and 72121.5;
Government Code Section 54954 et seq. and 6250 et seq.

Replaces a portion of:
Board Policy 1110 Meetings of the Board of Trustees first adopted March 4, 1965 and last revised November 18, 2008.
Board Policy 6300 Fiscal Management and Accounting

The Chancellor shall establish procedures to assure that the District's fiscal management is in accordance with the principles contained in Title 5 Section 58311, including:

- Adequate internal controls exist.
- Fiscal objectives, procedures, and constraints are communicated to the Board and employees.
- Adjustments to the budget are made in a timely manner, when necessary.
- The management information system provides timely, accurate, and reliable fiscal information.
- Responsibility and accountability for fiscal management are clearly delineated.

The books and records of the District shall be maintained pursuant to the California Community Colleges Budget and Accounting Manual.

As required by law, the Board shall be presented with a quarterly report showing the financial and budgetary conditions of the District.

As required by the Budget and Accounting Manual, expenditures shall be recognized in the accounting period in which the liability is incurred, and shall be limited to the amount budgeted for each major classification of accounts and to the total amount of the budget for each fund.

Reference:
Education Code Section 84040©
California Code of Regulations Title 5 Section 58311
Administrative Procedure AP 6300 General Accounting

Replaces:
Board Policy 6.03 Accounting first adopted December 18, 1967 and last revised January 6, 1975
Administrative Procedure 6300 General Accounting

A. Functions

The Accounting Office, under the direction of the Vice Chancellor for Finance and Administration and the Associate Vice Chancellor for Finance shall provide the following functions:

1. Central accounting functions for all District funds.

2. Preparation of documents for transmittal to the County Treasurer's office for payroll and commercial warrants.

3. Preparation of payroll reports.

4. Preparation of revolving cash checks.

5. Processing of payments to vendors.

6. Disbursement of scholarship, financial aid and loan funds.

7. Accounting services for sponsored programs, student financial aid, auxiliary enterprises, and student body funds.

8. Maintenance of accounting data on the District's data processing system.


B. Internal Controls

To provide adequate internal controls, it is necessary for certain procedures to be followed at the operating level to prevent errors from occurring. The work of an employee is verified by the work of another, each working separately and independently. One employee should not have control of a complete financial transaction that includes authorizing the transaction, receiving, disbursing, recording and/or posting the transaction. Instead, different employees should participate at various stages in the transaction so that each will arrive at the same result independently and, without unnecessary duplication of work, verify the accuracy of the work of others. Such a division of duties provides a procedure whereby errors of omission or commission, whether intentional or unintentional will be minimized.
C. Accounts Receivable

1. Types of Accounts Receivable:
   a. Receivables from students
   b. Sponsored third party receivables
   c. Receivables from other district funds
   d. Employee receivables

2. Controls:
   a. Access to accounts receivable ledger is controlled by a security access.
   b. Each entry to the accounts receivable ledger file is supported by documentary evidence.
   c. All invoices are pre-numbered and all numbers are accounted for.
   d. Subsidiary ledgers are balanced monthly.
   e. Postings are made by someone other than those having access to incoming receipts.
   f. Statements are mailed in a timely manner by someone other than the bookkeeper or cashier.
   g. All non-cash credits such as credit memos, allowances, or bad debts are properly authorized.
   h. Holds are placed on student records for students who have a financial obligation to the District.
   i. A PCCD invoice will be prepared for all transactions where an obligation to the District is incurred.
   j. A copy of the invoice is kept on file in the Accounting Office in the outstanding invoices file until the remittance is received.
   k. All accounts receivable remittances will be sent to the Campus Business Office on campus or to the Accounting Office in the District Office.
   l. The Accounting Office must be notified of any collection so that the invoice can be removed from the "outstanding" file.
   m. The collection of cash receivables should be handled as an ordinary cash transaction according to cash receipting procedures.

3. Student Loans:
   a. All student loan transactions will be accounted for through subsidiary ledgers.
   b. Billing functions should be separated from collection functions and general ledger postings.
   c. Upon receipt of a duly authorized promissory note, a loan receivable record will be initiated by the Accounting Office/Financial Aid Section. The file of these records becomes the subsidiary ledger.
   d. The record must contain the student's social security number, loan number, address, telephone number, loan amount, interest rate, payments received, and current balance due.
   e. Upon receipt of payment, a cash receipt will be prepared. A copy of the payment will be sent to the Accounting Office/Financial Aid Section for posting to the subsidiary ledger.
   f. The receipt will be posted to the general ledger by the Financial Aid Accountant. The subsidiary balance will be reconciled to the general ledger balance on a monthly basis.
   g. The student file and general ledger may be posted simultaneously, but a District receipt should be prepared as a secondary source document.

4. Grant and Sponsored Program Accounting
   In addition to the District procedures listed here, state and federal grants require special accounting procedures. General directions are provided in the board policy on Grants and Sponsored Programs. Recipients of grant awards are also cautioned to study specific requirements of the grant that may vary from traditional procedures.
D. Cash Disbursement

1. Disbursement Procedures
   a. Disbursements must be properly authorized and supported by adequate documentation.
   b. All disbursements shall be made by check unless required by contractual terms.
   c. All checks shall be pre-numbered.
   d. All disbursements shall be substantiated by supporting documents including evidence of
      purchase, receipt, and approval.
   e. All supporting documents shall be canceled in such a manner as to preclude their reuse.
   f. Bulk check stock shall be adequately controlled and accounted for.
   g. Daily use check stock shall be issued to the check-preparer on an adequate transfer control
      document.
   h. There shall be adequate separation of duties to reduce the risk of collusion and fraud.
   i. The drawing of a warrant to "cash" or "bearer" is prohibited.
   j. Electronic signature plates shall be secured and issued only to authorized individuals.

2. Documentation
   Documentation shall include:
   a. A purchase order authorizing the commitment of funds by an appropriate approving authority;
   b. An original invoice;
   c. An original receiving report with date and signature of an employee acknowledging receipt of
      goods or services.

3. Authorization
   All checks must bear a Board authorized signature.

4. Controls
   a. All invoices and/or supporting documents will be marked with the check number in ink to
      prevent their reuse.
   b. Checks will be recorded in the check registers as of the date written and the register closed
      promptly at the end of each month.
   c. Unused checks shall be adequately controlled through sign-out logs, listing where bulk stock is
      located and by warrant number.
   d. Voided checks shall be mutilated or spoiled to prevent reuse.
   e. Checks shall be signed only after comparing them with authorizations and supporting
      documents.

5. Records
   a. All original invoices and supporting documents shall be stamped to prevent duplicate
      payments.
   b. All voucher documents shall be attached to the documentation and filed in the vendor file in
      alphabetical order.
E. Cash Receipts

   a. Persons who receive cash shall not have access to the general ledger. All cash received must be recorded by cash register receipt, pre-numbered cash receipt, or terminal receipt. These documents provide the accounting controls and are prepared by the employee first receiving checks or cash. An independent audit trail must be maintained for all cash receipts. The receipt must be given or mailed to the client.
   b. All cash received must be adequately safeguarded and promptly deposited. All cash shall be deposited in the Campus Business Office within 24 hours of receipt.
   c. All checks must be made or endorsed payable to the Peralta Community College District, College of Alameda, Berkeley City College, Laney College, or Merritt College.
   d. All checks shall be stamped "For Deposit Only" upon receipt with the appropriate endorsement stamp.
   e. Payments received in the mail shall be logged and routed to a party who can write receipts and make deposits.
   f. Cash registers/drawers/terminals shall be cleared daily even if no receipts are recorded. Tape totals, including those with zero receipts, shall be signed by the individual responsible for the cash drawer and submitted to the Campus Business Office.
   g. Cash receipts shall be reconciled against cash register tapes, log-outs and/or handwritten receipts and signed by the individual responsible for the cash drawer.
   h. Cash, checks, credit card slips and deposit slips from one register shall not be commingled with receipts from another register. Cash, checks, credit card slips and deposit slips from one receiving date shall not be commingled with receipts from another date.

2. Deposit of Cash Receipts
   a. All cash receipts shall be received through the Central Cashier in the Campus Business Office except those received authorized by the Vice Chancellor for Finance and Administration to receive cash. Cash receipts received in locations other than the Campus Business Office shall be deposited intact in the Campus Business Office as prescribed above. When the deposit is made in the Campus Business Office, the deposit must be verified in the presence of the depositor or the depositor’s supervisor.
   b. Cash inadvertently received by offices not authorized to accept cash shall be routed to the Campus Business Office for deposit.
   c. Deposits of money into any account other than an authorized Campus Business Office account are prohibited. Violation of this policy may result in disciplinary action.

3. Pre-numbered Receipts
   Any area/department that receives cash and does not have a cash register shall use pre-numbered receipts provided by the Campus Business Office. Part one goes to the individual/group who makes the payment, part two goes to the Campus Business Office with the cash deposit, and part three stays with the office which accepts the cash.

4. Registration Fees
   a. During periods of registration terminal receipts are required except in those instances where source identification is necessary and/or where the office receiving the fees does not have access to a computer terminal (off-campus, etc.).
   b. The operator log-out report will be used as the primary source document. The operator's cash drawer should reconcile to the operator log-out report.
   c. Receipts shall be conveyed to the Campus Business Office daily. The Campus Business Office shall prepare a deposit ticket for each day's deposit.
   d. Admissions and Records receiving clerks shall reconcile the drawer(s) against the daily log-outs, sign the log-outs verifying the reconciliation, and submit receipts and signed log-outs to the Director of Admissions and Records, Registrar or designee.
   e. The Director of Admissions and Records, Registrar, or designee shall verify the receipts and log-outs, prepare and sign the reconciliation form attesting to its accuracy, and prepare the daily receipts for transmission to the Campus Business Office.
   f. The Director of Admissions and Records, Registrar, or designee, with college police escort, shall transmit receipts daily to the Campus Business Office.
i. When hand-carries are impractical, the receipts are to be transported by the campus via
locked bank bag to the Campus Business Office.

ii. The locked bank bag should be placed in the locked trunk of the police vehicle for
transport. Receipts, when transported in this manner, must have been verified by two
independent sources prior to giving them to the college police for transport.

iii. The college police should receive a dated receipt for the locked bank bag from the Campus
Business Office.

iv. The Campus Business Office shall verify the daily receipts, provide a receipt to the original
source of receipts, and prepare a deposit slip by the close of the next business day
following receipting. Any exception requires notification of the Vice Chancellor for Finance
and Administration or the Associate Vice Chancellor for Finance.
F. Petty Cash

1. Authorization
A petty cash fund may be approved by the Vice Chancellor for Finance and Administration to pay for small emergency purchases of supplies or services. The Vice Chancellor for Finance and Administration will review each request for the establishment of a petty cash fund and set the dollar amount of the fund if it is approved. Approval for expenditures from the fund must be granted by the appropriate Responsibility Center Manager or the fund custodian.

2. Establishment of a Petty Cash Fund
A Responsibility Center Manager may request a petty cash fund. The request must identify the fund custodian and a requested dollar amount. Upon approval, a check will be forwarded to the requesting party payable to the designated fund custodian.

3. Petty Cash Custodian’s Responsibility
   a. The petty cash custodian will sign for and assume responsibility for the safeguarding and proper utilization of the petty cash fund. The petty cash custodian is the only individual who may make cash transactions. If an authorized change in custodian occurs, the status of the fund should be verified before any transactions are completed by the new custodian. A status memo signed by both the outgoing and incoming custodians must be sent to the Vice Chancellor of Finance and Administration.
   b. The petty cash fund will be maintained at the approved amount, and will at times be kept in balance with cash, petty cash vouchers, and receipts.
   c. A copy of the Petty Cash Reconciliation Form will be retained by the custodian for a minimum of two years.
   d. All cash, sales receipts, and other related documents shall be kept in a locked metal box. When unattended, the box shall be placed in a safe, desk or cabinet that is also to be kept locked.

4. Purchase Authorizations and Procedures
   a. Single disbursements from petty cash may not exceed $100.00.
   b. The petty cash custodian must approve all expenditures from the fund. The custodian must sign a Petty Cash Disbursement Voucher for each expenditure.
   c. The purchaser may request a cash advance or be reimbursed for authorized purchases. If a cash advance is made, the purchaser must provide a sales receipt and change, if any, to the custodian and sign a petty cash voucher indicating reimbursement.
   d. A sales receipt must be kept with each Petty Cash Disbursement Voucher.

5. Replenishment Procedure
   a. The petty cash fund will be replenished when substantially depleted. On June 30 of each fiscal year the account must be fully replenished or closed in order for expenditures to be recorded in the proper fiscal year.
   b. A request for replenishment will be made on a purchase requisition signed by the Responsibility Center Manager.
   c. An itemized list of expenditures is to be recorded on the Petty Cash Reconciliation Form. Separate Petty Cash Disbursement Vouchers with sales receipt shall be presented for each expenditure.
   d. Reimbursements of petty cash are to be the only deposits into the fund.

6. Auditing Audit
   a. Any shortage must be adequately documented and explained by the fund custodian.
      Replenishment requests for shortages in excess of $5 must be approved by the Vice Chancellor for Finance and Administration. Overages must be deposited with the revolving cash accountant.
   b. The Vice Chancellor for Finance and Administration or designee or designated accounting personnel will periodically make unannounced audit reviews of the petty cash fund. The independent auditors will also make test counts and review the petty cash fund. The fund custodian and the responsible manager should ensure the fund is balanced and available for audit at any time.
   c. The internal control checklist is to be completed by each petty cash fund custodian at least once a year. The Vice Chancellor for Finance and Administration or designee will periodically review the petty cash operation and determine if the operation of the fund is in compliance with the checklist.
G. Change Funds

1. Change Funds
   A change fund may be approved by the Vice Chancellor for Finance and Administration for the sole purpose of making change in the conduct of business. The funds shall not be used for cash advances, purchases, reimbursements, or other activities appropriate to a petty cash fund.

2. Establishment of a Change Fund
   A Responsibility Center Manager may request a change fund from the Vice Chancellor for Finance and Administration. The request must identify the fund custodian and a requested dollar amount. Upon approval a check will be forwarded to the requesting party payable to the designated fund custodian.

3. Change Fund Custodian’s Responsibility
   The custodian will sign a receipt for the change fund and assume responsibility for its security and proper use. The Vice Chancellor for Finance and Administration must be notified in writing if there is a change in the custodianship of a change fund. The change fund will be maintained at the approved amount and will at all times be kept in balance.

4. Accounting/Audit
   The Accounting Department will retain records and documentation for all change funds. Change funds must be available for audit at any time

H. Revolving Cash

1. Revolving Cash
   The revolving cash fund shall be used only when goods, services, or payroll are required prior to the date available within the normal purchasing process. Disbursements shall be supported by proper documentation and authorization as prescribed in the Cash Disbursement Policy. There shall be adequate separation of duties to reduce the risk of collusion and fraud.

2. Procedures
   a. The fund shall be managed so that accountability for the fund, including proper identification of fund resources, can be readily established.
   b. Cash funds are maintained on an interest basis with the same standards of developing documentary evidence as for other disbursements.
   c. Disbursements from the fund shall be limited to transactions that cannot be paid through the regular disbursement process in a timely manner.
   d. The Accounting Department will review, and the Associate Vice Chancellor for Finance must approve, requests for payment through the Revolving Cash Fund.
   e. Employees shall not authorize revolving fund checks payable to cash or to themselves.
   f. Check stock shall be kept in a secure place.
   g. The Revolving Cash Fund shall be replenished in a timely manner through the normal purchasing procedure.
   h. Daily balances will be maintained on the check stub; the fund shall be reconciled monthly.

Approved by the Chancellor: August 11, 2011
Board Policy 7400 Travel

Members of the Board of Trustees and employees are authorized to travel to attend conferences, meetings, and other activities outside the boundaries of the district that are appropriate to the functions of the District provided such attendance is authorized in advance by the Chancellor. All travel must be ratified by the Board of Trustees. Every travel authorization in excess of $500 will be listed in the posted Board Agenda.

Actual and necessary authorized, documented expenses may be reimbursed, but will not exceed the per diem rates for lodging, meals, and incidentals established for the current year by the U.S. General Services Administration for the area visited.

The Chancellor shall establish regulations and administrative procedures regarding travel. The procedures shall include the documentation of the value of the travel to the district, authorized expenses, advance of funds, and reimbursement.

Reference:
Education Code Section 87302
Administrative Procedure AP 7400 Travel

Replaces:
Administrative Procedure 7400     Travel Authorization

The Chancellor directs that the following travel authorization regulations apply to the Peralta Community College District.

I. **Travel Purposes:** The District recognizes the following purposes of travel, each of which requires authorization and documentation of participation before processing and/or reimbursement can occur.

   A. **Institutional Travel:** The objective of institutional travel is to attend meetings with Federal, State, or local agencies; to meet with elected officials; to consult with colleagues at other institutions for such purposes as curriculum planning, administrative practices, student services, and community college funding; and to serve on an accreditation team.

   B. **Professional Travel:** The objective of professional travel is to permit participation in activities of organizations whose primary purpose is advancing the legitimate and constructive cause of community college education in the State of California. Such organizations include, but are not limited to:
      - Academic Senate of the California Community Colleges
      - American Association of Community and Junior Colleges
      - California Association of School Business Officials
      - California Community College Trustees
      - California School Boards Association
      - National Association of Colleges
      - Other Community Colleges/Districts

   C. **Instructional Travel:** The objective of instructional travel is to encourage faculty and staff to keep abreast of new knowledge and new techniques in their areas of responsibility.

II. **Applicability:** This regulation applies to all Academic and Classified employees of the District. Members of the Board of Trustees are considered employees of the District for purposes of this regulation. This regulation does not apply to:

   A. **Students or student employees.** Students shall follow procedures developed for student travel.

   B. **Consultants and contractors.** Travel expenses incurred by a consultant or contractor are reimbursable only if such expense is specified as part of the consultant/contractor's contract with the District and submitted to the District via an invoice as a contractual expense.
III. **Authorized Activities:** For purposes of this regulation, off-campus travel is defined as attendance and participation at meetings, conferences, conventions, commissions, in-service training, and other groups whose principal business includes community college instruction and/or support functions or the advancement of the discipline or professional area in which the employee normally teaches or works. Off-campus travel does not include:

A. Meetings that pay a salary, expenses, or honorarium to the employee as a participant.

B. Meetings which are lobbying or legislative in nature without the prior approval of the Chancellor.

C. Meetings of professional or other organizations whose interest are outside the scope of the employee's normal work assignment.

D. Special interest meetings outside the scope of the employee's normal work assignment.

IV. **Travel Categories:** The District may authorize and reimburse travel for Peralta Community College District business-related expenses incurred as follows:

A. **Mileage, Tolls and Parking Reimbursement:** Employees authorized to use a personal vehicle in the performance of their assigned workday duties are eligible for reimbursement for mileage and parking fees incurred while on District business. All expense claims requested for reimbursement shall be substantiated and submitted on the District’s approved form. Employees receiving a monthly travel stipend shall not be eligible for mileage, tolls, and parking reimbursement of travel expenses for distances up to 30 miles one way or 60 miles round-trip.

1. **Multiple Work Locations:** Work related travel between two or more district locations in a single day is reimbursable.

2. **Direct Surface Route:** Mileage is reimbursable on the basis of a commonly-used direct surface route, e.g. “Google Maps”. The district cannot reimburse for extra miles logged due to a “roundabout” or other preferred route.

3. **Parking and Toll Fees:** Parking, Toll and other related fees are reimbursable when the expense is substantiated.

4. **Call-Back Mileage:** In the event an employee is off-duty and called back to work by a supervisor, the employee may be paid for all mileage traveled in connection with that event or as specified in an applicable collective bargaining agreement.

5. **Not Reimbursable:** Employees shall not receive reimbursement for the following:
   a. Miles to and from the work location to their personal residence. If, at the start of end of the work day, the employee is required to travel on district business to a destination that is farther from the work location than the normal commute, only the excess miles are reimbursable.
   b. Gas purchases are not reimbursable because the reimbursement rate includes fuel expenses.
c. Damage or theft to an employee’s vehicle or items kept within the vehicle. A portion of the reimbursement rate is intended to defray the individual insurance costs.

B. Conference Attendance: Trips requiring overnight absences, payment of a participant fee, and/or reimbursement for employee incurred actual and necessary expenses shall be requested prior to the employee’s attendance and participation. All conference attendance must be requested and approved prior to the employee’s participation using the District’s approved Form 7400. All expense claims requested for reimbursement shall be on the District’s approved Form 7400.

V. Conference Attendance

A. Approval Processing Requirements: When requesting off-campus travel, prior approval is required on the district’s official “Travel Request Form” to ensure the activity is related to District business, adequate funding is budgeted in an appropriate line-item, and minimal interruption to District programs and operations occur. When appropriate, substitutes may be arranged. Since employees are expected to “shop” well in advance for reasonable prices, an approval may withhold full reimbursement if prices are found to be above the norm. Approval may also withhold full reimbursement in order to conserve limited budget funds. Signatures are required as follows:

1. The employee’s President or Vice-Chancellor must approve all travel requests as confirmation the trip and related expenditures are appropriate for District business prior to the trip.

2. The administrator overseeing the charge account must approve the expenditure of funds and the Business Officer must confirm that the funds are available. Additional signatures are required as follows:

   a. The Chancellor’s approval is also required in advance of the trip. The Board of Trustees approval is required for the Chancellor’s or Board of Trustee’s travel in advance if possible. If the Board member or the Chancellor did not know of the trip in time for advance approval, then Board ratification is permitted.

   b. Travel must be approved or ratified by the Board of Trustees before an advance payment or reimbursement of expenses can be made.

   c. No travel advance funds or reimbursements can be processed without all the required approvals listed above.

B. Conference Location Reimbursement Limitation: If a conference destination is within the boundaries of Peralta Community College District, the only conference expenses eligible for reimbursement are mileage and the payment of a registration/participant fee. Employees receiving a monthly travel stipend are not eligible for mileage or parking reimbursement of less than 30 miles one way or 60 miles round-trip.
C. **Internal Revenue Services (IRS) Regulations:** Employers are required to track the amount of expense reimbursement allowances paid to employees. Amounts employers pay employees to reimburse for substantiated business expenses are not generally subject to income tax or employment tax. Reimbursements can be subject to such taxes if the employer pays an amount in excess of the federal per diem rate and the employee does not return unsubstantiated expenses covered by the per diem rate to the employer. (IRS Publication 1542). It is district policy not to reimburse at a rate that would require the payment of income taxes.

D. **Advance Payment.** An employee may request the Finance Office to pay 80% of approved estimated expenses (less the registration fee) in advance if an approved Conference Request (Form 7400) and required documentation is submitted to the Finance Office in time for Board of Trustees authorization. If, upon submitting a final expenses claim, actual expenses are less than the 80% advanced, the employee must repay to the district the part of the advance in excess of expenses. No new travel requests will be approved if there is an outstanding balance. If an employee does not respond to a Finance Office request for repayment within 30 calendar days, no future advances to the employee will be made.

E. **Per Diem Allowance and Rates** is the maximum daily allowance for lodging (excluding taxes), meals, and incidentals paid to employees attending activities under the District’s conference attendance. Per Diem allowances and rates shall reflect those items and rates adopted by the United State General Services Administration (www.gsa.gov) and must be substantiated through receipts or other conference documentation (except for up to $25/day for incidentals) as to the dates, prices and location. Table AP 7400-1, Per Diem Allowance Requirements, summarizes the overall per diem concept.

F. **Other than Per Diem Expenses:** Expenses for expenditures classified as other than per diem expenses are reimbursed after the conclusion of travel upon the submission of the required District form and must be validated with receipts before reimbursement can be processed.

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<th>TABLE AP 7400-1</th>
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<td><strong>PER DIEM ALLOWANCE REQUIREMENTS</strong></td>
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The per diem allowance (also referred to as subsistence allowance) is a daily payment instead of for actual expenses up to the limit established by the federal government for lodging, meals, and related incidental expenses. The per diem allowance is separate from transportation expenses and other miscellaneous expenses.

The per diem allowance covers all charges and services, including any service charges where applicable. Lodging taxes in the United States are excluded from the per diem allowance and are reimbursed as a miscellaneous expense. In foreign locations, lodging taxes are part of the per diem allowance and are not a miscellaneous expense. The per diem allowance covers the following:

(a) **Lodging.** Includes expenses, except lodging taxes in the United States, for overnight sleeping facilities, baths, personal use of the room during daytime, telephone access fee, and service charges for fans, air conditioners, heaters and fireplace fires furnished in the room when such charges are not included in the room rate.

(b) **Meals.** Expenses for breakfast, lunch, dinner and related tips and taxes (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons).
(c) **Incidental Expenses (Miscellaneous Expenses).** All expenses for tips, travel/parking for meals, public transit fees, business-related communication and computer-use charges (phone, fax, copying, email, etc.), service charges, and vending machine purchases are covered through the per diem rate.

*Place of public accommodation*—Any inn, hotel, or other establishment within a State that provides lodging to transient guests, excluding:
(a) An establishment owned by the government;
(b) An establishment treated as an apartment building by State or local law or regulation; or
(c) An establishment containing not more than 5 rooms for rent or hire that is also occupied as a residence by the proprietor of that establishment.

1 Based on United States General Services Administration Federal Travel Regulation 300-3.1 available from www.gsa.gov

G. **District Implementation:** When implementing Per Diem Allowances and Non-Per Diem Reimbursement, the following shall apply:

1. **Registration Fees (Non Per Diem Pre-Paid Expense)**
   a. Registration fees charged in connection with approved attendance at conferences, conventions, seminars, and training sessions may be processed as a direct payment to the conference sponsor via the Finance Office.
   b. The registration fee may include a daily stipend for meals and/or other expenses which should not be separately claimed as a per diem expense. The conference program listing the provided meals should be submitted.
   c. A copy of the event’s brochure or announcement showing sponsor, event purpose, dates and times, event location, and applicable fees may be used to substantiate the event’s purpose and employee’s attendance.

2. **Lodging (Per Diem Allowance)**
   a. Allow lodging as an allowable per diem expense when the nature of the travel requires the employee to be absent overnight from his/her established residence and the destination is outside the District boundaries.
   b. Calculate lodging separately for each employee when employee’s share lodging.
   c. Limit the Per Diem allowance to the single occupancy rate when the employee shares lodging facilities with a non-District person.
   d. Reimburse for lodging taxes whenever such taxes increase lodging costs to an amount greater than the per diem lodging rate.
   e. Lodging expenses are substantiated via a copy of the “hotel” bill.
   f. Full lodging per diem rates are allowed for up to one day before the conference and one day after the conference, if warranted by the schedule of the conference.
However, meals and incidentals are limited to 75% of per diem rates for the first and last day of travel per section 3.b below.

3. **Meals (Per Diem Allowance)**

   a. Allow the Per Diem allowance only for employees when the meal is associated with an approved conference attendance. Social events unrelated to the functions of the District are not reimbursable. Alcohol is not reimbursable.

   b. Set the first and last travel day Per Diem allowance at 75 percent (75%) total Meal and Incidental Expense Rate (M&IE) per Internal Revenue Service (IRS) regulations.

   c. When applicable, use the meal amount stated in the registration fee of a meeting, conference, or other activity as part of the per diem allowance.

   d. Include tips in the Per Diem allowance.

   e. Meals are to be substantiated by a receipt. If a meal or tip is not substantiated by a receipt, it may be claimed as a portion of the $25/day undocumented allowance under incidental expenses.

4. **Incidentals (Per Diem Allowance)**

   a. Reimburse employees for reasonable expenses incidental to travel and/or miscellaneous expenses essential to District business. Receipts and/or other documentation are not required for incidental expenses of less than $25/day.

   b. Include the expenses enumerated below as part of the Per Diem allowance which do not need to be documented provided they do not exceed $25/day:
      - Telephone, fax, internet access, email, etc.
      - Minor supplies, postage, and reproduction costs.
      - Porter service where charged as a specified fee.
      - Tips.
      - Laundry and valet expenses when employee’s absence from regular service extends beyond five (5) nights.
      - Other miscellaneous items directly related to District business.

5. **Transportation (Non Per Diem Direct Pay Expense and/or Reimbursable Expense)**

   a. **Air / Rail Travel:** The employee purchases their tickets directly and submits for reimbursement as an expense claim. Fares must be at the lowest possible rate, e.g., economy, coach, etc. Upgrades are not reimbursable. If an employee wishes to upgrade, it is done at the employee’s expense. Baggage charges may be reimbursed subsequent to the trip with the submission of receipts. Employees are expected to “shop” well in advance and be sensitive to pricing. Management may withhold approval of full reimbursement if air travel prices are above the norm.
b. **Personal Airplane Use:** In the event an employee desires to use his/her personal airplane, Chancellor approval is required. Reimbursement shall not exceed the economy/coach rate for public carriers.

c. **Personal Vehicle:** A personal vehicle is approved for travel. The lesser of mileage or air fare is reimbursed regardless of what mode of transportation is used.

d. **Taxi and Shuttle Services:** When an employee is on an approved conference, taxi, bus, rail, and shuttle services are the preferred transportation mode to and from the airport. A receipt is required for reimbursement unless claimed as an incidental expense. Employees should also explore the use of public transit such as by bus, train, or BART.

e. **Rental Cars:** Employees on approved conferences outside of Alameda County may be authorized to rent a car when the cost of transportation is greater than the cost of other transportation modes, e.g., taxi, airport limousine, shuttle, multiple employees traveling together, etc.

1) Employees are to rent the car in their name, not the District's name.

2) Reimbursable rental charges are limited to a compact or standard size car. If the employee wishes an upgrade, he/she may do so providing at his/her own expense.

3) Rental charges should be at the best promotional rate and/or net of any discounts.

4) Gasoline for rental car use is reimbursable with proper documentation, e.g., rental agreement requirements and receipt(s).

5) Peralta Community College District has insurance for vehicles rented for district business. Therefore, there is no reimbursement for insurance purchases as part of a car rental contract.

f. **Parking and Related Fees**

1) Metered or any other parking fee, or a toll fee, are reimbursable when receipts are provided as a part of a conference claim. If receipts are not available, these fees could be considered covered as part of the incidentals allowance.

2) **Airport / Rail Station Parking:** Parking fees for leaving an employee's personal vehicle at the airport / train station is reimbursable at the shuttle/long term parking lot rate. If the travel is for an extended period of time, an airport shuttle to/from the employee's home is reimbursable if the shuttle cost is less than parking cost.
3) **Related Fees:** Toll, bridge, and other related fees are reimbursable if a receipt is provided. If a receipt is not provided, the expense would be considered part of undocumented incidental expenses.

6. Table AP 6.39-2, Allowable Conference Expenses, below, identifies allowable and not allowable expenses.

**VI. Personnel Considerations**

A. **Leave of Absence:** When a leave of absence of any kind is taken by an employee while on travel status, the exact date and hour of departure and return to duty shall be shown on the reimbursement claim. No expense of any kind will be allowed for time in a leave of absence status.

B. **Salary-Status:** An employee authorized to attend a conference, is considered to be in regular status for the duration of the conference.

C. Disregard for District travel policy, regulations, and procedures and/or altering receipts can result in disciplinary action.

D. **Overtime:** Overtime is not permitted unless expressly authorized in advance by the Chancellor.

**VII. Operating Procedures**

The Vice-Chancellor for Finance shall establish the Form 7400 and instructions to implement this administrative procedure.
<table>
<thead>
<tr>
<th><strong>TABLE AP 7400-2</strong></th>
<th><strong>ALLOWABLE CONFERENCE EXPENSES</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PER DIEM</strong>&lt;sup&gt;1&lt;/sup&gt;</td>
<td><strong>OTHER THAN PER DIEM</strong>&lt;sup&gt;2&lt;/sup&gt;</td>
</tr>
<tr>
<td><em>(Allowance Rate)</em></td>
<td><em>(Receipts required: Reimbursable)</em></td>
</tr>
</tbody>
</table>
| Lodging | Lodging taxes to the extent such taxes increase lodging cost to an amount greater than the per diem lodging rate. | Additional lodging costs resulting from additional travel time for the employee’s convenience.  
Lodging furnished by non-commercial or other means, e.g., staying with family/friends living in the conference area.  
Mini-bar charges. |
| Meals | Meals consumed while enroute to / from the conference.  
Alcoholic beverages and / or other intoxicating spirits.  
Cost of meals furnished by non-commercial or other means, e.g., family and / or friends. | |
| **Incidental Expenses** | **Miscellaneous Expenses** | **Other Not Reimbursable Expenses** |
| • Telephone, fax, and / or other electronic communication methods.  
• Minor supplies, postage, and reproduction costs  
• Porter service where charged as a specified fee  
• Laundry and valet expenses when employee’s absence from regular service extends beyond five (5) nights unless necessitated by a accident during the event.  
• Other miscellaneous items directly related to District business for which no receipt is available; i.e. metered parking, bridge fees, bus fare, etc. | • Personal vehicle mileage.  
• Air, rail, or bus fare to conference destination if receipts are required.  
• Airport parking  
• Vehicle rental / gas  
• Taxi and shuttle service including tip.  
• Registration fee.  
• Training fees. | • Gasoline purchases associated with personal vehicle use.  
• Avoidable “no-show” charges for hotel or car service.  
• Upgrade fees.  
• Excess baggage fees.  
• Lost baggage.  
• Transportation to / from places of entertainment and similar facilities.  
• Conference-arranged leisure tours or personal side-trip expenses.  
• Traffic or parking citation while using a district or private vehicle  
• Entertainment expenses, radio or television rental, and other items of a similar nature.  
• Individual membership dues or fees, e.g., airline clubs, gyms, etc.  
• Personal telephone calls and other expenses of a personal nature.  
• Loss / theft of personal property  
• Gifts. |

<sup>1</sup> Per diem rates combine lodging, meals, and incidental expenses for primary destinations. Receipts for less than $25/day are not required.

<sup>2</sup> Expenses may not exceed amount authorized on Form 7400A, Travel Request.
**TRAVEL REQUEST AND EXPENSE CLAIM**

**Part 1: Travel Request** (Complete and submit before attending conference.)
*Please type or print and ensure all information is provided as omissions can delay processing.*

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Job Title</th>
<th>Office / Department</th>
<th>Location</th>
<th>Day Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Conference Name</th>
<th>(Attach conference announcement, brochure, or other descriptive document.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Conference Dates (Inclusive)</th>
<th>Opening</th>
<th>Closing</th>
<th>Travel Dates (See instructions tab)</th>
<th>Depart</th>
<th>Return</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**Purpose** Identify anticipated value to the District which will be derived from attendance.

**Estimated Expenses**
*Identify all anticipated expenses for this conference. Claim may be less than estimate but cannot exceed estimate amount.*
- Total lodging, meals & incidentals cannot exceed the total per diem rate for the destination. Incidents cannot exceed $25/day and do not require receipts. See Instructions for additional details and restrictions.
- Use "Google Maps" to determine mileage. Personal vehicle travel cannot exceed economy airfare.

### Section A. Daily Per Diem Limits (Maximum Expenses Per Day)

<table>
<thead>
<tr>
<th>See Per Diem Rates Tab</th>
<th>Lodging</th>
<th>Meals &amp; Incidentals</th>
<th>Total $ (Per Day)</th>
</tr>
</thead>
<tbody>
<tr>
<td>See Instructions Tab</td>
<td></td>
<td></td>
<td>$0</td>
</tr>
</tbody>
</table>

### Section B. Total Conference Days

<table>
<thead>
<tr>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

### Section C. Total Estimated Expenditures for Conference

<table>
<thead>
<tr>
<th>Category</th>
<th>Lodging</th>
<th>Meals &amp; Incidentals</th>
<th>Registration</th>
<th>Travel (Air/Train)</th>
<th>Mileage</th>
<th>Car Rental</th>
<th>Taxi / Shuttle</th>
<th>Parking / Tolls</th>
<th>Estimated Amounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Per Diem</td>
<td>$0</td>
<td>$0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>Non-Per Diem</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0</td>
</tr>
</tbody>
</table>

**Total (Not to Exceed Amount):** $0

### Funding

#### Source

<table>
<thead>
<tr>
<th>Coding</th>
<th>Loc</th>
<th>Fund</th>
<th>Cost Center</th>
<th>Object</th>
<th>Program</th>
<th>Activity Suffix</th>
<th>Proj</th>
<th>Line</th>
<th>Cost Center Manager Approval / Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td></td>
<td></td>
<td>5205</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Local</td>
<td></td>
<td></td>
<td>5202</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local</td>
<td></td>
<td></td>
<td>5203</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Membership</td>
<td></td>
<td></td>
<td>5301</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Advance Payment Request

- Must be submitted with designated approvals 15 days prior to event.
- Advance payments are limited to registration plus 80% of the employee's remaining expenses.

#### Category

<table>
<thead>
<tr>
<th>Category</th>
<th>Payee on Check</th>
<th>Requisition Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Signatures and Approvals

<table>
<thead>
<tr>
<th>Employee / Date</th>
<th>Supervisor / Date</th>
<th>President's Signature / Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Out of State Travel: Board of Trustees Approval Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business Officer / Date</th>
<th>Chancellor / Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Finance Form 7400A - 8/18/2011 DRAFT  Part 1 of 2
**Travel Request and Expense Claim**

**Part 2: Expense Claim** (Complete and submit after attending conference.)

*Please type or print and ensure all information is provided as omissions can delay processing.*

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Job Title</th>
<th>Office / Department</th>
<th>Location</th>
<th>Day Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Conference Name</th>
<th>(Attach conference announcement, brochure, or other descriptive document.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Conference Dates</th>
<th>Opening</th>
<th>Closing</th>
<th>Travel Dates</th>
<th>Depart</th>
<th>Return</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(Inclusive)</td>
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<td>(Inclusive)</td>
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</tr>
</tbody>
</table>

- Claim cannot exceed amounts authorized on page 1, Expense Request.
- Receipts, when required, must be attached to Expense Claim when submitted for processing.
- If balance is a negative and employee received an advance, employee **must** repay part of advance.

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount Claimed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Per Diem Expenses (Receipts Required)**

- Lodging
- Meals

**Per Diem Incidental (Receipts Not Required): Limited to $25.00 per day for all expenditures**

**Per Diem Reconciliation**

<table>
<thead>
<tr>
<th>Per Diem Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Claim**

*Claim is limited each day to the Per Diem Limit for Lodging, Meals, & Incidental expenses.

**Sub-Total:**

**Non-Per Diem Expenses (Receipts Required): Expense not on list below use Incidental category.**

**Fees**

- Registration
- Membership

**Travel (Commercial travel to conference location.)**

- Air Fare
- Car Rental
- Train / Bus
- Taxi/Bus
- Parking/Tolls

**Personal Vehicle**

<table>
<thead>
<tr>
<th>Total Miles</th>
<th>Mileage Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0.50</td>
</tr>
</tbody>
</table>

*Personal Vehicle cost cannot exceed normal air fare; miles computed from the shorter of work or home.

**Sub-Total:**

**Employees receiving a travel stipend may not claim mileage or parking for a trip of 60 miles or less.**

**Advanced Payments Processed**

<table>
<thead>
<tr>
<th>Registration</th>
<th>Requisition No:</th>
<th>Amount:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee</th>
<th>Requisition No:</th>
<th>Amount:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Sub-Total:**

**Signatures and Approvals**

<table>
<thead>
<tr>
<th>Employee / Date</th>
<th>Supervisor / Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>President / Date</th>
<th>Business Officer / Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**Finance Form 7400B - 8/18/2011 DRAFT**

Part 2 of 2
# Travel Request and Expense Claim

## Part 1: Instructions - Travel Request Form Completion

### General Instructions

1. The Travel Request and Expense Claim form is a two-part form completed and submitted as follows:
   - The first part—Travel Request—is completed and submitted for approval prior to the employee’s attending a conference. A copy of the conference announcement is to be attached to this form upon submission for processing.
   - The second part—Expense Claim—is submitted after the employee attends an approved conference. Required receipts are to be attached to this form when submitted for processing.

2. The form is developed using an Excel Workbook. Each part of the form is a separate tab.
   - Workbook tabs are linked together to allow designated data in Part 1, Travel Request, to automatically complete corresponding fields in Part 2, Expense Claim.

3. As information is typed into each form, data displays on the screen in one of two colors. Each color reflects how the data is entered into the worksheet.
   - **Blue Font**: Information typed directly by the employee.
   - **Black Font**: Information calculated by formulas based on District policy and regulations.

4. Save a copy of the workbook posted on the District’s website to your local computer after completing Part 1, Travel Request form so that you will have Part 2, the Expense Claim ready when it is needed.

5. Print each completed form when it is required for processing, e.g., Travel Request before attending the event and Expense Claim after attending the event.

### Travel Request Form Completion Instructions

- **Employee Name**: The specific employee (traveler) requesting to attend a conference.
- **Job Title**: The employer’s officially assigned job title. Employees with more than one assignment should identify their primary (regular) assignment.
  
  *Example*: Full-Time Instructor with Adjunct Instructor Assignment = Instructor

- **Office / Department**: The official name of the department where the employee is assigned.

- **Location**: The college or division where the traveler works.

- **Phone Number**: A phone number where the employer can be reached if a question arises during processing.

- **Conference Summary**
  - **Conference Name**: The name of the conference as shown on the official announcement.
  - **City / State**: The city and state where the conference is being held and the employee is traveling to. When an event is offered in more than one location, employees are expected to attend the location that is the most economical for the District.
  - **Conference Dates**: The official dates of the conference that reflect when the employee will be absent from work. Conference dates are a variable used to calculate allowable expenses.
  - **Travel Dates**: The dates when the employee is traveling to and from the conference.
    - Travel dates may be one business day before and/or after the listed conference dates or within the conference date period.
    - Travel dates are a variable used to calculate allowable expenses.

- **Purpose**: Briefly explain how this conference will benefit the district, e.g., help you do your job.

### Estimated Expenses: The three parts of this section are used to calculate estimated expenses

#### Section A: Daily Per Diem Limits
- Use Per Diem Rate tab to determine maximum allowable rates.
- Expenses incurred on non-conference days and/or for individual(s) accompanying the employee are the responsibility of the employee and are not to be submitted to the District for processing.
- **Lodging**: Type amount shown on Per Diem Rates tab, or if applicable, the GSA website for destination closest to the conference location.
- **Meals & Incidentals**: Type amount shown on Per Diem Rates tab, or if applicable, the GSA website for destination closest to the conference location.

#### Section B: Total Conference Days
- The total number of conference and travel days. This number is used to calculate total estimated expenses.

#### Section C: Total Estimated Expenditures for Conference
All anticipated expenses associated with the event must be identified. Actual expenses may be less, but may not be greater than the estimate. Estimates are entered as follows:
- **Estimated Per Diem**: These expenditures are automatically calculated based on the estimates typed for:
  - Lodging
  - Meals and Incidentals
  - Total Conference Days
- **Non-Per Diem**: Type the estimated amount for each category of expense in the appropriate column. If no expenses are anticipated in a given category, type a zero (0).
### Funding
- **Source of Funding**: Identify the program title where the funds are budgeted.
- Identify the specific account code where the funds are budgeted.
- **Cost Center Manager Approval / Date**: Obtain the original signature of the manager responsible for the account. In the event the designate manager is absent due to vacation, illness, etc., the next higher level manager is an acceptable alternative.

### Advance Payment Request
- Review advance payment limitations and submission timeline before completing this section. Submissions received less than 15 working days prior to the event cannot be processed as an advancement payment but can be processed as a reimbursement to the employee.
- **Registration**: Type name exactly as shown on conference official announcement.
- **Employee**: Type name exactly as shown on employee salary warrant, e.g. “paycheck.”
- Advance Payment Processed Notification: How does employee know his/her requested advance was processed?

### Signatures and Approvals
- **Authorized Approvals**: All signatures must be original, signed in ink, and dated. Approvals must reflect the location's organizational structure or, when applicable, the officially designated alternate.

### Submission to District for Processing
- **Hardcopy**: All signatures must be original, signed in ink, and dated.
- **Electronic**: A "pdf" or fax may showing approval signatures may be submitted to Finance and Administration for processing. Locations are to retain original for audit purposes.
Travel Request and Expense Claim
Part 2: Instructions - Expense Claim Form Completion

General Instructions
1. See "Travel Request - Instructions" tab for basic instructions on using this Excel Workbook form.
2. All expenses submitted for payment must be for the employee authorized for the event and must have been incurred during the authorized conference and travel dates.

Travel Request Form Completion Instructions
- Employee Information: Completes automatically when information is typed on Page 1 - Travel Request.
- Conference Information: Completes automatically when information is typed on Page 1 - Travel Request.
The remainder of the Claim form is designed to assist with submitting claims according to District policy and regulations. Before proceeding, it is helpful to organize and total receipts and expenses by Date and Per Diem / Non-Diem Expenses.
- Date → Identify each date when expenses were incurred. These dates serve as column headings for Per Diem expenses and must be within the dates authorized for conference and travel shown on Page 1 - Travel Request.

Per Diem Expenses (Receipts Required)
- Lodging: Type the amount shown on the receipt for each day's lodging.
  Limitation Summary:
  - Lodging, meals, and incidentals total may be less but cannot be more than total authorized per diem rate.
  - Only lodging for the employee can be claimed for reimbursement.
  - Claims for days not approved for travel or not touching the actual conference dates are not to be submitted.
- Meals: Type the total amount claimed for each day's meals.
  Limitation Summary:
  - Lodging, meals, and incidentals total may be less but cannot be more than total authorized per diem rate.
  - Only meals for the employee can be claimed for reimbursement.
  - Claims for meals consumed on days not approved for travel or for the actual conference are not to be submitted.

Per Diem Incidentals (Receipts not Required)
- Incidentals: Type the amount claimed for each day's incidentals.
  Expenses exceeding the $25 per day limitation are the employee's responsibility and are not to be submitted for processing.

Per Diem Reconciliation
- This section calculates automatically based on the amounts type for Lodging, Meals, and Incidentals.

Non Per-Diem Expenses (Receipts Required)
- Fees: Type the amount paid for Registration (if not processed as an advance payment) and, if applicable, for Membership. If none paid, type Zero (0).
- Travel: Amounts claimed cannot exceed amount(s) authorized by category on Part 1, Travel Request.
  - Airfare: Type the total amount paid.
  - Car Rental, Train / Bus, Taxi/Shuttle, Parking/Tolls: Type the amount paid each day in each applicable category.
  - Personal Vehicle: Type the total number of miles claimed. The dollar amount calculates automatically.
  Cost cannot exceed normal air fare. Employees receiving a travel stipend may not claim mileage or parking for a trip of 60 miles or less from the employee's workplace or home, whichever is less.

Advanced Payments Processed
- If an advance payment was processed, type the Requisition No. and dollar amount.
- If no advance payment was processed, leave this section blank.

Calculations
- Sub-Total for each category automatically calculated.
- Expense Claim Total: Calculates automatically based on expense data typed in by employee.
- Not to Exceed Amount: Total amount authorized on Part 1 - Travel Request. If expense claim is greater than Total Claim allowed, employee must reduce expenses so that Total Claim is equal to or less than amount authorized.
- Total Claim Allowed: Total of all expenses submitted for reimbursement.
- Less Advance Payments: Total of any advance payments processed.
- Balance: Difference between amount authorized for Travel and amount submitted on Expense Claim. Employee is responsible for any amount over the amount authorized on the Travel Request.

Signatures and Approvals
- Authorized Approvals: All signatures must be original, signed in ink, and dated. Approvals must reflect the location's organizational structure or, when applicable, the officially designated alternate.

Submission to District for Processing
- Hardcopy Submission: All signatures must be original, signed in ink, and dated. Receipts must be attached.
- Electronic Submission: A "pdf" or fax may showing approval signatures and receipts may be submitted to Finance and Administration, District Office, for processing. Locations should retain original for audit purposes.
Determining Per Diem Rates:

All cities in a given county use the same rate with the following exception:
- Los Angeles County: City of Santa Monica has its own rate.
If neither city or county is listed as a primary destination, the Standard Continental United States Rate (CONUS) is used.

<table>
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<tr>
<th>Primary Destination</th>
<th>County</th>
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### Determining Per Diem Rates:

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If neither city or county is listed as a primary destination, the Standard Continental United States Rate (CONUS) is used.

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