

**CLASSIFICATION:** Business and Noninstructional  
Operations

**ADOPTED:** 9/01/85

**REVISED:** 5/13/20

**SUBJECT:** Travel, Conference, Convention, or  
Meeting Expense, Reimbursement

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It is the intention of the county superintendent of schools to reimburse staff members for expenses which are incurred as a result of assignment on official business.

Reimbursement for actual and necessary expenses incurred must be within limits set by this administrative regulation and shall adhere to the guidelines set forth in Exhibit 1 – Procedures for Submitting Claims for Authorized Expenses of Administrative Regulation 3300, Expenditures.

The Accounts Payable department and the San Diego County Office of Education's (SDCOE) designated travel agent will provide travel coordination in areas of airline ticketing, hotel reservations, and related services to staff members traveling on official business. Registration instructions for Concur Solutions, including additional state travel resources, are found below in Exhibit 1 – State Travel Program.

Federal programs may use SDCOE's travel policy in lieu of following federal travel requirements in accordance with CFR 200.474.

#### OUT-OF-COUNTY TRAVEL

1. A Travel Authorization (TA) shall be completed in PeopleSoft for all out-of-county activities for which cost will be incurred.
2. As defined in Internal Revenue Code 162, allowable expenses will consist of actual and necessary expenses incurred by any employee required to attend any formal meetings, workshops, professional development training, conference, or convention (authorized activity) as outlined in the General Guidelines section below.
3. Car rentals shall have prior authorization and be booked through the State Travelstore's Concur website to obtain government rates and coverage.
4. Advance conference registration may be paid when authorized by the Superintendent or designee. Reimbursement to SDCOE for nonattendance at a prepaid activity is the responsibility of the attendee, except when the absence from the event is the result of action or direction by SDCOE, unforeseen illness, bereavement, or similar circumstance.

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5. Booking airfare using the designated travel agent is strongly encouraged. If circumstances make it necessary for a staff member to make his/her own travel arrangements and purchase tickets from other than the designated travel agent prior approval must be obtained from the division assistant superintendent.
6. Hotels are to be booked at the best available rate. State rates are available using Concur. Deposits for hotel accommodations shall be the responsibility of the staff member unless payment of the deposit is authorized by the Superintendent or designee. The Accounts Payable department may use a SDCOE credit card to place an initial hold for the authorized traveler hotel room. Reservations will be made for employees only. SDCOE will pay for lodging for the evening preceding or subsequent to a meeting or business event when the employee would have to travel at unreasonable early or late hours to reach his/her destination.
7. When the travel costs relating to state or other agency activity are to be reimbursed by that agency, the staff member shall identify the outside agency/ organization to be billed in the comments section of the TA in the PeopleSoft System. The staff member's division/department shall obtain reimbursement from that agency. The Internal Business Services department will assist with the billing when requested. Any difference between the actual travel cost and the amount reimbursed by the agency will be paid by SDCOE.
8. Staff members shall submit claims using the Expense Report (ER) module in PeopleSoft for approval and payment within 60 days following the date of completion of the activity. With the exception of meals, copies of expense receipts must be attached to the ER.

#### IN-COUNTY TRAVEL

1. A TA shall be completed in PeopleSoft for all in-county authorized activity for which costs will be incurred including but not limited to, in-county travel with only mileage and parking reimbursements. For parking reimbursement, submit the expense on the ER tied to the TA.
2. Reasonable expenses, including registration fees, mileage, and parking may be claimed for prior authorized activities requiring registration and held within San Diego County.

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3. Meals included in the cost of registration are allowable. Meal reimbursement not included in the cost of registration is prohibited by IRS regulations for travel not requiring an overnight stay.
4. Reasonable hotel expenses may be claimed for prior authorized activities when the situation merits accommodation and lodging is approved in advance by the division's assistant superintendent. The Accounts Payable department may use a SDCOE credit card to place an initial hold for the authorized traveler hotel room.
5. Staff members shall submit claims using the ER module in PeopleSoft for approval and payment within 60 days following the date of completion of the activity. Copies of expense receipts must be attached to the ER.
6. Release time may be authorized for activities for which an employee provides services to an outside organization.

#### GENERAL GUIDELINES

1. Travel is normally approved by the division assistant superintendent. The county superintendent of schools shall approve all out-of-state travel and division assistant superintendents' travel.
2. The president of the County Board of Education shall approve all travel for the county superintendent of schools. The county superintendent of schools shall be reimbursed for all necessary and actual expenses incurred in performance of his or her duties and in accordance with his or her employment contract.
3. The county superintendent of schools shall approve all travel for all senior staff, designated as deputy superintendents, assistant superintendents, and any other employee so designated as members of the Superintendent's leadership team. Senior staff shall be reimbursed for all approved necessary and actual expenses incurred in the performance of his or her duties and in accordance with his or her employment contract.

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4. Time authorized for out-of-county travel shall be completed for authorized activities in the least amount of time as possible.
5. Pursuant to Internal Revenue Code 162, expenses are expected to be necessary and reasonable with the provision that accommodations may be in the conference headquarters hotel at the lowest rate offered.
6. Airline tickets should be purchased through Concur Solutions, at the lowest available fare. Reimbursement for upgrades, expedited boarding, or changes to flight times for convenience will not be reimbursed.
7. In addition to the per diem rate, employees may be reimbursed for up to 15 percent of the cost of gratuities or tips for expenses not otherwise included in the per diem provided.
8. No meal allowance will be provided to the employee if there is no overnight stay required. No meal allowance will be provided for any meal included in the conference registration fee. Expenses for meals shall be reimbursed when an overnight stay is required, at a standard rate of \$50 per day unless otherwise specified in an existing employment agreement. Days of travel (leaving from home or duty station/going home or to duty station) will be reimbursed at a rate of \$25 per day. If meals are included in the registration/hotel fee the breakdown for reimbursement of meals not included will be as follows: breakfast - \$10, lunch - \$15, and dinner \$25 unless otherwise specified in an existing employment agreement.
9. No public funds may be expended on the purchase of alcoholic beverages.
10. For in-county travel or travel to areas where air transportation is not feasible, the use of a county-owned fleet vehicle is preferred. If a staff member is authorized to use a personal vehicle in lieu of a fleet vehicle, mileage will be reimbursed at the current IRS rate.
11. If transportation using a staff member's vehicle is authorized in lieu of airfare, the reimbursement rate will be the cost of the lowest available airfare or fifty percent of the total mileage reimbursement, whichever is less.

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12. Ground travel should be arranged so that the greatest number of staff members can be accommodated with the fewest number of cars.
13. For travel to areas with or near an airport, air transportation is generally preferred.
14. The actual cost of airport parking shall be reimbursed for the days the staff member is on official business and shall not exceed the lowest rate available per day for off-site airport parking.
15. Airport long-term or satellite parking is preferred. In order to use a shuttle service or ride share service from home to the departing local airport and/or upon return to home from a local airport, the claimed amount shall not exceed the total amount allowed for parking in item 14 above.
16. The actual cost of all airport taxi shuttle, ride sharing, or public transportation used while out-of-county shall be reimbursed. Ground travel while out-of-county should be arranged so that the largest number of staff members can be accommodated at the lowest possible cost.
17. Receipts are required for reimbursement, through the ER Module in PeopleSoft, of the following expenses: car rental, parking, lodging, airplane fare, registration, and all taxi or shuttle transportation. Original, itemized receipts must be submitted. Receipts must be taped to 8.5 x 11 size paper.
18. Incidental expenses may be reimbursed up to \$5.00 per day for housekeeping and portage gratuities only. Absent a receipt or other proof of the expenditure, employees claiming such expenses must sign and verify that the expense was made. This is not an allowance, and the rule of actual and necessary expenses applies. Personal expenses are excluded (e.g., newspapers, coffee, etc.).

**SAN DIEGO COUNTY OFFICE OF EDUCATION**

**ADMINISTRATIVE  
REGULATION NO. 3542**

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**Derivation:** Former Administrative Regulation No. 3100, Adopted 9/1/85. Amended 11/1/89, 10/1/90, 6/24/94. Amended, Renamed, and Renumbered 3542, 9/13/95. Amended 5/23/01. Amended 5/13/20. Technical Revision 6/23/20.

**Board Policy:** 3540

**Legal Reference:** Education Code  
1080, 1081, 1200, 1201, 1942, 32435  
California Code of Regulations, Title 5  
17430-17436  
Code of Federal Regulations, Title 2  
200.474  
United States Code, Title 26  
162

**Management  
Resources:**

**Internal Revenue Service Publications:** *Per Diem Rates (For Travel Within the Continental United States), Publication 1542 (Rev. October 2011)*

**Web Sites:**

**Internal Revenue Service:** <http://www.irs.gov>

**U.S. General Services Administration, Per Diem Rates:**  
<https://www.gsa.gov/travel/plan-book/per-diem-rates>

## **STATE TRAVEL PROGRAM REGISTRATION INSTRUCTIONS**

1. Go to website:  
[https://www.concursolutions.com/registration/register\\_form.asp?regcode+CAL1351](https://www.concursolutions.com/registration/register_form.asp?regcode+CAL1351)
2. Enter registration code: cal1351
  - a. Before arranging travel, a Travel Assistant must first set up their personal profile so that those they arrange travel for may designate them as their Travel Assistant.
  - b. A traveler (i.e., manager) may designate only one Primary Assistant but may designate any number of Travel Assistants, as long as the Travel Assistant has set up his/her personal profile. A Primary Assistant is authorized to change the traveler's personal profile. However, both can arrange travel reservations for the traveler.
  - c. A traveler and Travel Assistant will need to create a password that includes a minimum of 6 characters, with at least one special character and/or number (0-9). Please contact the SDCOE travel program administrator (see Additional Resources below) for assistance in resetting a password.
  - d. Names must be entered EXACTLY as they appear on the traveler's identification used at the airport.
  - e. Unused Southwest Airlines credits shall be input in order to track future travel.
  - f. After creating a personal profile, your username for logging into the Concur website will be your SDCOE email address.

### **ADDITIONAL RESOURCES**

Concur User's Guides: [www.caltravelstore.com](http://www.caltravelstore.com)

Concur New User Guide

Concur Profile FAQ's, etc.

Cal Travel Store: 877-454-8785

Lori Wasson, Travel Program Specialist

[lori.wasson@dgs.ca.gov](mailto:lori.wasson@dgs.ca.gov)

916-376-3992

Travel Program Administrator for the San Diego County Office of Education:

Sarah Morris: 858-295-6755 or [sarah.morris@sdcoe.net](mailto:sarah.morris@sdcoe.net)

