

**North Orange County Regional Occupational Program
TRAVEL EXPENSES
ROP AR 3350**

AR 3350 (a)

Administrative Regulation

Business Operations

North Orange County ROP will reimburse employees for authorized and reasonable expenses incurred on ROP business. All employees are responsible for obtaining advanced authorization for official travel and compliance with the following procedure.

Conference/Travel Request and Reimbursement

Employees attending conferences, conventions, educational meetings, or other ROP approved events shall submit a Conference/Travel Request and Reimbursement form for approval as soon as possible but no later than 30 days prior to the date of the event or travel. The same form with actual costs will be submitted for reimbursement within 10 days after the conference or travel is completed.

The Superintendent's prior approval is required for management personnel attending conferences or traveling on ROP business.

The following conference/travel expenses shall be paid in advance by ROP through the normal purchasing process:

1. **Registration Fees:** Registration fees includes all items related to the conference (i.e., registration fees, pre-conference workshops, etc.) and shall be requested using:
 - a) **Purchase Order (PO):** Preferred method to use. Follow procedure on the Conference/Travel Request and Reimbursement form to submit the request.
 - b) **ROP Issued Credit Card (Cal-Card):** If payment by a check is not accepted, use this method.
 - c) **Reimbursement Voucher:** Use only if a PO or Cal-Card are not accepted.
2. **Airfare:** Air travel is economy fare and arranged by the employee's supervisor and purchased with Cal-Card.
3. **Lodging:** Lodging is arranged by the employee's supervisor and purchased with Cal-Card. Reimbursement for lodging is authorized at the single room rate (see federal travel per diem rates for reference).

Revised: July 1, 2022

Approved: August 22, 2001

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AR 3350 (b)

Employees will be reimbursed for expenses incurred during approved conferences/travels as follow:

1. Car Rental: Additional liability insurance is not required for rental vehicles used for ROP business and is not reimbursable.
2. Ground transportation: Transportation via rideshare, shuttle, or taxi.
3. Meals: Meals are reimbursed at the per diem rate when not provided by the conference, event or hotel based on hours of travel. Reimbursement rate is as follow with a maximum of \$80 per day including tips:
 - a. \$20 Breakfast
 - b. \$25 Lunch
 - c. \$35 Dinner
4. Mileage: Mileage may not exceed the cost of an airline ticket, which must be calculated at the time travel is authorized by printing out trip details. Mileage will be paid at the current IRS mileage rate as identified. Management personnel who receive a mileage stipend will receive reimbursement at the current IRS mileage rate for travel outside of the 50 miles radius of the ROP Education Center. Mileage is based from the ROP Education Center at 385 N. Muller St., Anaheim, CA 92801 to the destination.
5. Parking: Self-parking is recommended.
6. Lodging, registration fees, and transportation: These expenses will be reimbursed if they were not paid in advance by ROP. Reimbursement for lodging is authorized at the single room rate (see federal travel per diem rates for reference).

Receipts are required for car rental, ground transportation, lodging, parking, and registration fees. If receipts are not submitted, the expense will not be reimbursed.

Employees are responsible for filing expense claim and receipts by submitting the Conference/Travel Request and Reimbursement form within ten (10) days after the completion of the conference/travel.

The Superintendent or designee is authorized to advance funds to cover anticipated expenses incurred for attending approved conferences or travel. An advance for such expenses must be requested through the Reimbursement Voucher process. An advance made shall be deducted from subsequent conference/travel claim. If the advance exceeds actual cost, the employee shall reimburse ROP the excess amount within 15 days after the completion of the conference/travel.

Revised: July 1, 2022

Approved: August 22, 2001

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AR 3350 (c)

Mileage Reimbursement

Certificated and classified employees who are in positions designated by notices of their Offer of Employment as requiring the use of personal vehicles for carrying out normal assignments or conducting ROP business are eligible for mileage reimbursement. "Vehicles" shall be defined as automobiles or other appropriate motor vehicles as approved by the Superintendent or designee. Such reimbursements may be made subject to administrative approval of a completed monthly mileage claim form.

Mileage reimbursement for management personnel is either through a mileage stipend or reimbursement at the currently authorized IRS rate. Mileage reimbursement for management personnel who receive a mileage stipend, receive reimbursement at the currently authorized IRS rate for travel outside of the 50 miles radius of the ROP Education Center. Mileage reimbursement for management personnel who do not receive a mileage stipend, receive reimbursement at the currently authorized IRS rate for travel. Other designated personnel, including Board of Trustees, shall be reimbursed for mileage at the currently authorized IRS rate.

Employees are responsible for submitting the mileage reimbursement claim on a monthly basis within 30 days after the end of the claimed mileage month. Claims for mileage not submitted to the Fiscal Services Department within the above timeline may be rejected and not processed for payment.

Approvals

Conference requests/reimbursement, requests for advances, and mileage claims require the approval of, and should be submitted through the employee's immediate supervisor. Final approval is required by the Superintendent or designee.