

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

BP 3350 (a)

Policy

Business Operations

The Governing Board recognizes that ROP employees may incur expenses in the course of performing their assigned duties and responsibilities. To ensure the prudent use of public funds, the Superintendent or designee shall establish rules to keep such expenses to a minimum while affording employees a reasonable level of safety and convenience.

The Board shall authorize payment for actual and necessary travel expenses incurred by any employee performing authorized services for the ROP, whether within or outside ROP boundaries.

The Superintendent or designee shall establish procedures for the approval of travel requests, the submission and verification of expense claims, and establish reimbursement rates in accordance with law and Board policy.

An employee shall obtain approval from the Superintendent or designee prior to traveling. The Superintendent or designee may approve travel requests in accordance with the adopted budget and upon determining that the travel is authorized or assigned by the employee's supervisor, is necessary to attend a conference or other staff development opportunity that will enhance employee performance, and/or is otherwise necessary to the performance of the employee's duties. Travel expenses not previously budgeted may be approved on a case-by-case basis by the Superintendent or designee if determined that the travel was essential and that resources may be obtained or redirected for this purpose.

Reimbursable travel expenses may include, but are not limited to, costs of transportation, parking fees, bridge or road tolls, lodging when ROP business reasonably requires an overnight stay, registration fees for seminars and conferences incurred on ROP business, and other necessary incidental expenses.

The ROP shall not reimburse personal travel expenses including, but not limited to, tips or gratuities, alcohol, entertainment, laundry, expenses of any family member who is accompanying the employee on ROP-related business, and personal losses or traffic violation fees incurred while on ROP business.

Except as otherwise provided, reimbursement of travel expenses shall be based on actual expenses as documented by receipts.

Revised: August 14, 2019
Revised: August 22, 2001
Adopted: September 14, 1976

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BP 3350 (b)

Authorized employees shall be reimbursed for the use of their own private vehicles in the performance of assigned duties, on either a mileage or monthly basis as determined by the Superintendent or designee.

The mileage allowance provided by the ROP for employees' use of their private vehicles shall be equal to the rate established by the Internal Revenue Service.

Vehicles should be shared whenever possible to minimize travel costs. No employee shall be entitled to reimbursement for automobile travel when they are transported free of charge or by another employee who is entitled to the expense reimbursement.

The Superintendent or designee shall establish a per diem allowance for meal costs incurred while traveling on ROP business. The per diem allowance shall not exceed the standard meal allowance for business-related travel prescribed for federal income tax purposes.

Any expense that exceeds the maximum rate of reimbursement established by the ROP shall be reimbursed only with the approval of the Superintendent or designee.

All expense reimbursement claims shall be submitted on a ROP form, within 10 working days following return from travel when possible. The form shall be accompanied by receipts and any explanation necessary to document that the expenses meet ROP criteria for reimbursement.

The Superintendent or designee shall approve expense claims only upon verifying that all necessary documentation is provided and that all expenses are appropriate and related to ROP business. If an expense claim is disallowed due to lack of documentation or inappropriate expenses, the employee may be personally responsible for any improper costs incurred.

When approved by the Superintendent or designee, an employee may be issued a ROP credit card for use while on authorized ROP business. Receipts documenting the expenses incurred on a ROP credit card shall be submitted promptly following return from travel. Under no circumstances shall personal expenses be charged on a ROP credit card, even if the employee intends to subsequently reimburse the ROP for the personal charges.

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