



TRAVEL GUIDANCE – CODING & TIPS

Business & Finance Department

Version 9/11/2023

Travel AP Types (APTF):

Used the following AP Types for requisition entry. Not Applicable to Fund 41,79,82, or 83.

TR11 – Travel, Unrestricted (District) Funds, Fund 11

Use with codes beginning with Fund 11: 11-XXXXXX-XXXX-552XX-XXXX

TR12 – Travel, Restricted Funds, Fund 12

Use with codes beginning with Fund 12: 12-XXXXXX-XXXX-552XX-XXXX

TR71 – Travel, ASNVC, Fund 71

Use with codes beginning with Fund 71: 71-XXXXXX-XXXX-552XX-XXXX

TR72 – Travel, ASNVC Student Rep Fee, Fund 72

Use with codes beginning with Fund 72: 72-XXXXXX-XXXX-552XX-XXXX

TR79 – Travel, Trust Accounts, Fund 79

Use with codes beginning with Fund 79: 79-XXXXXX-XXXX-9XXXX-XXXX

Travel Object (Expense) Codes: Travel and Conference Expenses: *Expenditures for per diem and actual, necessary expenditures incurred by employees, board members, and other district representatives for authorized meetings, transportation (including mileage allowance), meals, and lodging.*

NEW 55210 Conferences and Seminars-Out of State & International

Include under this classification all expenditures associated with conferences and major seminars such as meals, transportation, hotel, registration fees, parking, bridge tolls, etc. Out of State Travel requires Superintendent/President approval. International Travel requires Board of Trustees approval.

55211

 Conferences and Seminars

Includes registration fees for Online Seminars or Conferences.

Include under this classification all expenditures associated with conferences and major seminars such as meals, transportation, hotel, registration fees, parking, bridge tolls, etc. No lodging reimbursed for under 50 miles of primary residence. No meals reimbursed for travel within 30 miles of work site.

55212

 Travel

No lodging reimbursed for under 50 miles of primary residence. No meals reimbursed for travel within 30 miles of work site.

In-District Travel: Cost of mileage & parking within the district incurred when travel inside district boundaries is required in the performance of assigned duties.

Out-of-District Travel: Cost of mileage and associated costs incurred when travel outside district boundaries is required in the performance of assigned duties. Other associated costs include necessary meals, parking fees and bridge toll.

55214

 Field Trips (Students)



This object classification includes mileage and all reimbursable expenses in connection with field trips. Reimbursable expenses may include meals and lodging, bridge tolls and parking fees.

55215 Transportation, Board & Lodging (Athletics, Study Abroad, and DAS only)

This object classification includes mileage and all reimbursable expenses in connection with inter-collegiate athletics. Reimbursable expenses may include meals, lodging, bridge tolls and parking fees.

Requisitions-Considerations:

- Review AP 6390 Travel
<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto?open&id=BYHP5S6196FF>
- Use the new AP Types.
- Requisition comment (not the printed) box should include the 5 Ws:
 - Who (is traveling)
 - What (name of conference)
 - When (dates of conference)
 - Where (city, state, country)
 - Why (purpose of attending event)

FOR TRAVEL SUPPORTING AN ACADEMIC PROGRAM, include the 5Ws info and course section name/# in comments. FOR POSITIONS THAT REQUIRES MULTIPLE TRIPS during the semester term, a requisition for a BPO for mileage reimbursement for each semester term.

Use the rate & quantity features in the requisition. Used for Mileage and Meals.

Provide support documentation (it can also be a print screen) of the event that includes:

- Name of Event, location of event, dates of event
- Schedule/agenda (if available at the time)
- Information regarding meals provided during the event
- Meals – PCard (up to the Per Diem rate) or Per Diem must be used. They can't be mixed. Decide before traveling. PCard holders SHOULD NOT pay for meals of other Travelers. This affects the other Travelers advance and travel reimbursement by putting them in a position where they may need to reimburse the District.
- Drive vs. Fly – When choosing to Drive vs. Fly, the District compares cost of mileage to the cost of "Economy Fare" flight. The lower of the two is reimbursed.

Flying – Enter line items for each type of transaction:

- How are you getting to/from the airport - Mileage, tolls, parking, taxi/rideshare
- Flight cost? Economy fare – NO UPGRADES, 1 bag fee (If not included in fare)
- Hotel cost? Single occupancy rate. Lodging less than 50 miles from residence is not funded.
- Meals? Use per diem rates, DO NOT budget for meals that the conference or the hotel is providing.



Once you arrive . . .

- How are you traveling to/from the hotel, the conference, for meals?
- By rental car (rental, fuel, parking), Taxi/Rideshare, or Mass Transit?

Driving – Enter line items for each type of transaction:

- Hotel cost? Single occupancy rate. Lodging less than 50 miles from residence is not funded.
- Meals? Use per diem rates. DO NOT budget for meals that the conference or hotel is providing.
- To/from hotel? Mileage, parking costs at hotel?

Once you have arrived . . .

- How are you traveling to/from the hotel, the conference, or for meals?
- Are mileage & parking needed?

Prudent use of Public Funds should be considered.

Submitting Reimbursement/Closing Out Travel:

- Use spreadsheet created by the Business Office. Only submit for Traveler.
 - Input all expenses for traveler: including PCard transactions, Advances and Reimbursements
 - If NVC PCard was used, provide the last 4 digits of the PCard used. Indicate which items were purchased with PCard.
 - Submit schedule/agenda showing name of Event, location of event, dates of event, meals provided.
 - In comments of spreadsheet:
 - Indicate if you carpoled to airport/location, include names you carpoled with.
 - Rental car – did you share with a staff member? Include names you carpoled with.
 - Meals on PCard include another traveler? Who & how much? The B.O. strongly suggests that PCard holders do not pay for other traveler's meals or transport when traveling.

Reimbursement will be delayed until all PCard statements are available, and all Travelers have submitted their Close-Out documents.

- Provide detailed receipts for all items listed on spreadsheet.
- For PCard items, provide copy of PCard statement/s (highlighting the travel items)
- Hotel Invoice*-showing payment, dates of stay, room type, fee details
 - *Personal charges to room: meals, valet, parking upgrades are not funded. Personal charges must be reimbursed by Traveler, if PCard was used.
- Flight Invoice*-showing payment, dates/time of travel, to/from airport, passenger name, type of airfare purchased, and break-down of fees.
 - *Airfare upgrades, early check-in, and bags after 1st bag are not funded. Upgrade fees must be reimbursed by Traveler, if PCard was used.
- Airport Parking Receipt* – Show dates, fees, and total paid.
 - *Incomplete, if submitting the reservation. If extending trip for personal travel, funding only covers dates applicable to conference. Outside cover dates, must be reimbursed by Traveler, if PCard was used.