



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

BBG-1 Board of Trustees Training: Expense and Compensation

APPROVED: July 6, 1995 **REVISED:**
Year of Last Review: 2021
AUTHORIZING BOARD POLICY: BBG (see also BBH)

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Comptroller

OBJECTIVE: Guidelines in the processing of reports on expenditures and reimbursements associated with the training expenses incurred by members of the Board of Trustees.

PROCEDURE:

- I. Specific Trips Recommended for Board Member Participation
 - A. Association of Community College Trustees (ACCT)
 - B. National Legislative Seminar of ACCT
 - C. Regional Conference of ACCT
 - D. American Association of Community Colleges (AACC)
 - E. Texas Association of Community College Trustees
 - F. Association of Governing Boards
 - G. American Council of Education
- II. Approval Procedures
 - A. A Travel Request is completed on behalf of the respective board member.
 - B. One request is prepared for each trip per board member.
 - C. Reservations will be confirmed; the president of the El Paso County Community College District will serve as the budget head for such confirmations.
 - D. The Travel Request bearing the president's signature is forwarded to Accounts Payable. A photocopy will be maintained in the Board of Trustees Office.
 - E. The Travel Request is submitted to Accounts Payable at least fifteen (15) working days in advance to allow for travel arrangements and workshop/conference registrations to be made and to prepare cash advance requests and prepayment to the appropriate hotel.
- III. Allowance for Meals
 - A. Reimbursement is on a per diem basis for meals only.
 - 1. The per diem rate for travel both in- and out-of-state is \$60.00 per day.
 - 2. Tips are included in the per diem allowance.
 - 3. Flight time is used to determine the per diem.
 - 4. If the board member leaves before noon and returns anytime after 12:00 noon, he/she will receive a full day of per diem. If the employee leaves after 12:00 noon, he/she will receive a half day of per diem.

- B. Requests for reimbursements for meals other than personal must include the name of the person(s) met, title and organization represented by the person(s) and the purpose of the meeting, along with the original meal receipt. Meals for employees of the College District or other board members attending the same conference or workshop may not be claimed for reimbursement.
- C. Expenditures for personal meals do not require the submittal of original receipts since this item is covered as part of the per diem.
- D. If the board member elects to drive to an out-of-town meeting which may be reached by commercial carrier, he/she will not be reimbursed for meals or lodging taken in route.

IV. Allowance for Other Expenses

- A. Other reimbursable expenses include mileage, lodging, taxi (including tips) meals for business purposes (see III.B. above), meeting registration, and other expenses such as tolls, storage, parking fees, and communication charges related to the conducting of business.
- B. Receipts are required for all expenses except taxi fares under \$25.00. A receipt is required when the board member has hosted a meeting during a meal (see III.B. above)
- C. Non-reimbursable expenses are personal entertainment, personal telephone calls, laundry, dry cleaning, bar tabs, tips (except taxi and meals) and other expenses considered personal in nature.
- D. If original receipts are lost duplicate receipts will be accepted with a statement from the board member.

V. Travel by Personal Car

- A. Travel by personal car is approved for out-of-town travel if it is considered to be the most economical mode of transportation.
- B. Such travel is approved at the rate of \$0.27 per mile.
- C. Road map mileage from El Paso to the city of destination is used for out-of-town mileage reimbursement.
- D. Reimbursement for expenditures related to the operation, maintenance and ownership of the personal car is not an allowable expense.
- E. Reimbursement for travel by personal car is at the lesser of normal round trip air fare or mileage rate.

VI. Travel by Rental Car

- A. Car rental is approved when it is necessary for conducting College business. The use of rental vehicles must be for the advantage of the College District and not for the personal convenience of the traveler. The Chairman of the Board of Trustees or his/her designee is responsible for determining if it is advantageous to use a rental vehicle rather than other modes of transportation, using cost as a consideration. If a board member rents a car and combines personal travel with his/her duties as a board member, the cost of the rental vehicle is prorated on a daily basis.
- B. At the time that the Travel Request is submitted, the Accounts Payable Office will make the car rental reservation.
- C. The board member must ensure the purchase of the necessary insurance coverage at the time that the rental car is picked up.
- D. If the board member elects to rent a car, the College District will bear the cost directly. If the board member rents a car and pays for the cost directly, the College District will reimburse this expenditure with the submittal of the appropriate original receipt. A cash advance may be provided to the board member for the purpose of renting a car. If such is the case, reimbursement will be calculated on the actual cost of the rental in which case either the board member or the College District may be owed money.

VII. Travel by Commercial Carrier

- A. All travel must be by the most economical fare.
- B. Exceptions must be documented.
- C. Board members are expected to take "same day" flights when available.
 - 1. If a board member elects to leave a day in advance or stay an extra day, when "same day" flights are available, expenses paid or incurred for the additional day(s) are not reimbursable (or eligible for per diem)
 - 2. If a preferred flight time is not available at the most economical fare, the board member will be scheduled on the preferred flight but will be responsible for the difference in air fare.
 - 3. If a board member deviates from a direct route of travel by air, it is presumed the deviation is for personal reasons and all costs, including meals, lodging, and transportation, will not be reimbursed for that portion of the trip. Such departure from the normal flight schedule must be documented and approval from the Chairman of the Board of Trustees received in advance of the trip in order for such reimbursement to be paid.
 - 4. If a board member has confirmed plans to take advantage of a two-for-one fare, he/she must make every effort to comply with the airline's regulations. If there is a cancellation of the accompanying party's plans, action will be taken to change airline ticket reservations; however, if it is not possible, the president of the College District must be informed in order that alternate plans can be determined.

VIII. Partial Reimbursement

- A. If the College District agrees to pay only a portion of the estimated cost of travel,
 - 1. An advance check will be issued to the individual for the amount that is designated on the Travel Request.
 - 2. The board member will be responsible for making his/her own travel arrangements.
 - 3. An Expenditure Report must be submitted for the amount advanced only.

IX. Travel for Nonemployees

- A. Travel expenses for nonemployees must be approved in advance by the Chairman of the Board of Trustees.
- B. Expense receipts must be presented for reimbursement by the person approved for such travel.
- C. Payment for lodging or other expenses incurred by family members and/or individuals who are unauthorized to travel will not be reimbursed.

X. Travel Abroad

All foreign travel, except to Canada or Mexico, must be approved by the Office of the Governor of the State of Texas.