

### **B.3.5 (Policy) Board Members: Conventions, Conferences, Workshops and Events**

Responsible Department: Office of the Chancellor, Vice Chancellor for Finance and Administration

Board Adoption: 8-18-09

Last Board Action: 7-27-21

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#### **Specific Trips Authorized**

A Trustee has authority by virtue of this policy, and without further Board approval, to attend the following annual conferences:

1. Association of Community College Trustees (ACCT)
2. National Legislative Seminar of the ACCT
3. Regional Conference of the ACCT
4. American Association of Community Colleges (AACC)
5. Texas Association of Community College Trustees and Administrators (TACCTA)
6. Association of Governing Boards (AGB)
7. Texas Higher Education Coordinating Board Conference
8. Texas Association of Community College Attorneys (TACCA)
9. Community College Association of Texas Trustees (CCATT)
10. Texas Association of Community Colleges (TACC)
11. National Association of Latino Elected Officials (NALEO)
12. Community College FUTURES Assembly
13. Baldrige Performance Excellence-Quest for Excellence
14. San Antonio Chamber of Commerce SA to DC
15. Texas Association of School Boards (TASB)/Texas Association of Community College Attorneys (TACCA) Biennial Legislative Update

If a Trustee wishes to attend an event not included in the approved list, the Trustee may request authorization from the Board. If a trip has not been authorized by this policy, the Trustee must submit a request to the Board for approval pursuant to this policy. If Board approval is not received prior to the commencement of a trip, the Trustee may take the trip and seek reimbursement from the Board. Without prior authorization, the College District is under no obligation to pay for the trip or its expenses.

#### **Allowable Travel Expenses**

The following expenses are illustrative but not inclusive of all allowable expenses during an authorized trip by a Trustee. Receipts are required for expenses unless specified otherwise.

#### **Prepaid Expenses**

In order to find the most favorable rates, a Trustee may make trip arrangements using his/her College District travel card, or make reservations and request reimbursement. In the alternative, the Chancellor or designee may make trip arrangements for Trustees, and

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at the request of the Trustee, shall prepay expenses for airline tickets, hotel charges for the basic single-room rate, and registration and conference fees for events included in the approved list or pre-authorized by the Board. If these items are not prepaid, the Trustee may request reimbursement pursuant to this policy.

#### **Meals**

Actual expenses of meals may be charged to the Trustee's procurement card or reimbursed, but the total cost of meals for the travel shall not exceed an allowance of \$80 per day over the travel period. The maximum for the travel period is calculated as \$80 per day multiplied by the number of days. Tips to servers are not included in the cost of meals, but should not exceed 25%. Itemized receipts are required.

If a Trustee pays for a meal of another Trustee, that amount will be reimbursed to the payer. The Trustee must list the name and the amount spent on the other Trustee. This amount will not be counted as part of the payer's travel allowance but will be counted as part of the other Trustee's travel allowance.

If a Trustee pays for the meal of a non-Trustee, the Trustee must list the name and the amount spent on the non-Trustee, and must identify the business purpose of the meal. This amount will not be counted as part of the Trustee's travel allowance.

College District employees dining with Trustees while out of town, can opt to submit for an increased meal allowance of \$80 for that day.

#### **Lodging**

An itemized hotel statement must be submitted when requesting reimbursement for lodging expenses that were not prepaid. Lodging expenses must not exceed the prevailing single room rate. The maximum duration for lodging is one night prior to the beginning of a meeting and one night subsequent to the ending of a meeting. If a Trustee exceeds the maximum duration for lodging and requests reimbursement, the Trustee may submit the request for approval pursuant to this policy. A Trustee may not be reimbursed for lodging when the Trustee is absent from the location of the meeting for any reason not connected with the duties of the Trustee.

#### **Transportation**

Mode of Transportation: A Trustee shall utilize the most economical mode of transportation that is readily available and provides reasonable, comparable transit time.

Mileage: Mileage expense shall be reimbursed at the prevailing approved rate for employees when traveling by personal vehicle.

Airfare: When airfare is not prepaid, actual expense shall be reimbursed for air travel at the prevailing coach rate unless first class is the only flight available to conduct Trustee duties, in which case a statement from the Trustee validating the necessity is required. Trustees will be reimbursed for the first two pieces of checked baggage if the airline charges a separate checked baggage fee. If a Trustee deviates from a direct route of travel by air for personal reasons, the expenses for that portion of the trip will not be

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reimbursable. Because of the savings available for early purchase, Trustees are asked to schedule their travel at the earliest convenient date.

Car Rental: Actual expense shall be reimbursed for car rentals including fuel and toll charges. Receipts are not required for tolls. Sales tax is reimbursable; however, liability insurance, personal accident insurance, safe trip insurance, and personal effects insurance are not reimbursable. If a Trustee rents a car and combines personal travel with Trustee duties, the cost of the rental car is prorated on a daily basis.

Other Modes of Transportation: Actual expense shall be reimbursed for railroad travel, and at the destination, actual expense shall be reimbursed for travel by taxi, limousine, car services, such as Uber and Lyft, shuttles and public transportation.

Parking: Actual expense shall be reimbursed for parking expenses.

#### **Other Allowable Expenses**

Actual expense shall be reimbursed for telephone calls and FAX services, internet service, and other hotel business office expenses for the conduct of official Trustee business.

Tips for service (receipts are not required) and expenses for transportation of College District equipment and materials are also reimbursable.

Fee for Transportation Security Administration (TSA) Pre-Check membership for air travel is also reimbursable.

#### **Unallowable Expenses**

The following list of unallowable expenses is illustrative but not inclusive of all unallowable expenses during an authorized trip by a Trustee:

1. Gasoline, toll fees, or repair costs for personally owned vehicles.
2. Passports or passport photos required for foreign travel.
3. Inoculations required for foreign travel.
4. Personal expense items such as cleaning or laundry.
5. Alcoholic beverages.
6. Personal entertainment.

#### **Reporting Expenses**

In order to document all travel expenses, the following must be submitted to the Chancellor within 60 days of the last day of a meeting or conference:

1. A completed Travel and Expense Statement showing all travel expenses incurred on behalf of the Trustee, whether or not the Trustee attended the meeting or conference. Unused airline tickets must be attached to the Travel and Expense Statement with a reason as to why the ticket was not used.

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2. All required receipts.
3. One of the following trip authorizations:
  - a. Authorized annual conference, (included in the approved list)
  - b. Authorization by Board Minute Order.

#### **Seeking Approval for Unauthorized Trips and Expenses**

A Trustee who requests authorization for a trip or reimbursement for travel expense, or both that has not been authorized by this policy or by the Board, shall submit the request for approval to the Audit, Budget and Finance Committee of the Board. The Audit, Budget and Finance Committee shall make a recommendation to the Board. The Board's decision is final. If the Board approves the request, the Chancellor or designee shall reimburse the Trustee to the extent approved by the Board.

A Trustee shall reimburse the College District for all unauthorized travel expenses which the College District incurred on the Trustee's behalf within 30 days after disapproval pursuant to this policy.

*Legal Reference - TACC Policy Reference Manual*

BBG(LEGAL) - Board Members: Compensation and Expenses