District Services is in the process of updating the District’s Travel Operating Procedure (TR1 Travel Expense).  Included in the update is the implementation of a per diem allowance for meals that will replace meal reimbursements. Effective July 1, 2024, GCCCD is moving to a per diem allowance to cover meals and incidental expenses for authorized travel outside of San Diego County.  The authorized daily per diem amount will be **$60 USD**.

 Please note, that there are 2 scenarios that will result in a reduction of the daily per diem amount:

* Any travel that departs after 12 noon or returns before 12 noon is considered a half day of travel and is entitled to half of the per diem allowance amount ($30 USD).
* If the conference or meeting is within San Diego County, lodging is not allowed unless preapproved by the Site Business office.  The daily per diem allowance is limited to ($30 USD) if a meal is not provided at the conference or meeting.

 Due to the establishment of the per diem allowance, no additional expenses are permitted (e.g. tips) and supporting documentation (detailed receipts) are not required as part of the expense report submittal.  Furthermore, the daily per diem allowance is not affected by meals provided to the employee as part of their business travel activities (e.g. meals provided by a conference or by the lodging vendor).

Miscellaneous, unanticipated expenses essential to official District business may be reimbursable to the employee when reasonably incurred and receipts must be provided. The following allowable miscellaneous travel expenses are eligible for reimbursement:

* Self-parking fees.
* Highway, tunnel, and bridge tolls.
* Postage, photocopy and printing costs.
* Internet/Wi Fi charges or other electronic communication expenses incurred while conducting District business.
* Laundry may be reimbursed only for trips requiring more than five nights away.
* Baggage check/claim fees.
* Fees assessed as part of ADA compliance.
* Changed flight fees are reimbursable as a result of unforeseen circumstances and approved in advance if possible.

**Non-reimbursable expenses include:**

* Hotel room upgrades and amenities such as movies, in room bars, coffee, alcoholic and nonalcoholic beverages, water, snacks, saunas, massages, and all other in-room or hotel charges other than Wi-Fi required for work purposes.
* Any gratuities including tips for concierge, maid service, valet parking, and other personal preference services~~.~~
* Conference arranged leisure tours or personal side trip expenses, transportation to or from places of entertainment and similar facilities.
* Individual membership dues or fees.
* Traffic or parking citations while using a private, college or rental vehicle.
* Expense for extra travel time incurred if employee travels to a destination for his/her own convenience in advance of the necessary time of arrival. He/she shall not be paid for extra time if he/she remains at the destination following an official meeting or work assignment whenever it is for his/her own convenience.
* Travel expenses incurred by others than District employee
* Flight fees, such as, flight upgrades/seat upgrades, travel insurance and medical insurance costs.
* Personal care items, prescriptions, over-the-counter medication, person reading material, and souvenirs.
* Laundry/Dry Cleaning for trips of less than five days
* Loss of cash advances, or personal funds or property
* Fees for personal credit cards, credit card interest or delinquency fees.
* Alcoholic beverages.

**Continue to enter expense reports in Workday for travel reimbursement and the pre-approved Off Campus Activity Request must be attached. If requesting per diem reimbursement, the agenda must be attached.**