

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURES MANAUL**

Title:
DISTRICT TRAVEL

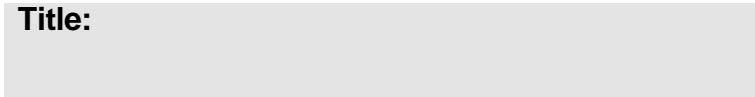
Number:
\$ 3

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURES MANUAL**

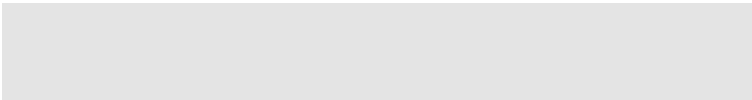
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**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURES MANUAL**

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ADMINISTRATIVE PROCEDURES MANUAL**



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ADMINISTRATIVE PROCEDURES MANAUL**

Title: DISTRICT TRAVEL	Number: \$ 3
Legal Authority: California Education Code Sections 87032	

-)UDFWLRQDO GD\ WUDYHO WULSV OHVV WKDQ KRXUV
- 7ULS EHJLQV DW RU EHIRUH DP 2008 HQG VWD WDR LE H FODLP
- 7ULS EHJLQV DW RU EHIRUH SP DQQ HQG V\DEH FODLP H G
- ,I WKH IUDFWLRQDO GD\ LQFOXGHV DQ RYHUQLJKW VWD\ U
PHDO RU ORGJLQJ H[SHQVHV PD\ EH FODLPHG RU UHLPEXUVI
GDWH RU GXULQD XQKRXZH SWULRG
- (PSOR\HHV PD\ QRW FODLP OXQGH RW ULQSVL GHQWDOV RQ RQ

V. Transportation (Non-Per Diem Direct Pay Expense and/or Reimbursable Expense)

- A. Air / Rail Travel:** 7KHPSORSXU FKDWK HMLLF NGLW MFOGX EPLRW HLP EXU VMP HQW
DQH[SHQV\DXBRQ FRPSOHWLQ)D UHVM V\HJDMWKOR ZHSRV V LLEDVHH J
HFRQRPRDFHWFSJUDG HFK DV DQ\WLPH IDUHV EDVORUMLP RXUMLDJEVWH
DQHPSORZHM KWVSJU DQAG RQHW KHP SOR\H HSHVQ %D JJDJKIDU PHXE H
UHLPEXUVI EIGHT XH RQ KW UZISWKKVXE PLV R LURH FHL(\$S OR\HDMH [SHF WWRG
3VKRZH QDGYDQRIS EH VHCULLVFLQH


7UDYHOIB HBYQNRUHLPEXUKDDELOWY EHG HPRQV WVKDWHG DDJHQWV WFDOW
LVOHWWKDDY DLOWEORXJD² O € ð rÂG"\$ TM' - dl ZHOD² 7 a"iTM' H\ HPRQVWUDWH

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3. 5 H Q W I D O U V K R X E D E W K E H S W R P R W L D R O B C O R H B D Q G L V F R X Q W V
4. * D V R O I R O U H H Q F V D X Y B W H L P E X U Z L D E K O R S G R F X P H Q W D J W H L Q W D O
D J U H H R H H Q W L U D I Q B Q F H L S W V
5. 7 K H L V W U K I F M Q V X U D R U F H K L F O H H Q W R I G L V W E X L V M Q F K N U H I R K H L U G R
U H L P E X U V R I B Q X W S X U F H K D V S D B V F D W H Q F R D Q V U D F W
6. (P S O R \ B H H Q F R X U M X V B L V W Y U L R W U R W S J D Y C H O K K I D Q L Q W H Q W H I G L F O H

E. Parking and Related Fees

1. 0 H W H R I B G R W K S H W N I H O R I D W R I D W H L P E X U Z K D I D I F H D S W V R Y L G D S C D W
R I D F R Q I H U F H O D F H B H F H D S W V D R D L O W E K O W H I F R X I D G R Q V L G F R Y H I G M S O U W
R W K I Q F L G H D O W B O D Q F H
2. **Airport / Rail Station Parking:** 3 D U N L H Q H I R O H D Y L C H P S O R T V S H U V R Y Q H K L F W H K H
D L U S W U W W O V W U R H L P E X U D W D E K X W W O V H B E R L O N I O R J D W W K H U D L Y R I O Q
H [W H Q S H I G R R V G L P H C D L U S R K U W W R O I H V R K F H P S O R \ K R I P V W H L P E X U L W D I E O H
V K X W W V O H W K S Q U N F R Q W J
3. **Related Fees:** 7 R C E O L G D I G B W K H U O D W H D G U H L P E X U L D D E F H L L S W R Y L G D I G
U H F H L V S R S V U R Y L W K E [S H Q Z R I X C E G F R Q V L G S D U R M X Q G R F X P H L Q W I H G H Q W D
H [S H Q V H V 

F. Post Travel:

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* *Process Flowchart:*

VI. Personnel Considerations

- A. Leave of Absence:** : K H Q O H D R Y I B E V H Q R F D H Q N L Q Q W D N E H Q C H P S O R Z K H B G W U D Y H O
V W D W X Y I D E G V D D E R X R U G H S D U D V O G H W W B Q W K D E C H O K R Z R Q V K W H L P E X U V H P H Q
F O D L R H [S H Q R V D H Q N L Q G E D O O R I Z W G P Q O H D R Y D H E V H Q F W H D W X V

- B. Salary-Status:** \$ Q H P S O R D H K W K R W L P H W G B Q B Q I H U H V F R H Q V L G W E H H G Q U H J X O D U
V W D I R W V G X U D R W F E R Q I H U H Q F H
' L V U H J I D R W G V W W L U F S Y H O L U F H J X O D D V Q S I O R F H G D Q G H P R O W H U H L F Q J E S W M V X L Q W
G L V F L S D F L Q I D R U Q

- C. Overtime:** 2 Y H U W L V P R S W U P L X Q V H Q S U H D X O W K R I U D J H G E F W H K D Q F H Q O R W K H L U
G H V L J Q H H

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VII. Not Reimbursable:

(P S O R \ M K D O R E W U H L P E X I B W H K G I R O O R Z L Q J

- A. 0 L O W B Q G U R W K Z R U O R F D W W R K G P S O R \ S H I Q V R U Q D O G H I O P W H K H W B U W H R O M K H
Z R U G N D W K H P S O R L W H I T X M U F H U G D R Y C B O V V E X L E Q H D G H W W L Q B D W A R U Q W B R B K H
Z R U O R F D W W K B Q H