

**GRANT MANAGERS  
BROWN BAG**

**TRAVEL – NOT AS SIMPLE AS IT SEEMS**

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OCTOBER 2022



# WHY TRAVEL?

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- Can be an audit finding
- May be disallowed
- Highly nuanced



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# COMMON CHALLENGES WITH TRAVEL

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- 1) Banned Travel
- 2) Cost Reimbursement Methodology
- 3) Out of State Travel
- 4) International Travel
- 5) Trip Changes
- 6) Concur



# BANNED TRAVEL

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AB 1887: “California must take action to avoid supporting or financing discrimination against lesbian, gay, bisexual, and transgender people.”

AB 1887: Prohibits a state agency, department, board, or commission from requiring any state employee, officer, or member to travel to a state that has enacted a law that:

- 1) Has the effect of voicing or repealing existing state or local protections against discrimination on the basis of sexual orientation, gender identity, or gender expression
- 2) Authorizes or requires discrimination against same-sex couples or their families or on the basis of sexual orientation, gender identity, or gender expression
- 3) Creates an exemption to antidiscrimination laws in order to permit discrimination against same sex couples or their families or on the basis of sexual orientation, gender identity, or gender expression.

# BANNED TRAVEL

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The following states are currently subject to California's ban on state-funded and state-sponsored travel:

<b>Alabama</b>	<b>Kansas</b>	<b>Oklahoma</b>
<b>Arizona</b>	<b>Kentucky</b>	<b>South Carolina</b>
<b>Arkansas</b>	<b>Louisiana</b>	<b>South Dakota</b>
<b>Florida</b>	<b>Mississippi</b>	<b>Tennessee</b>
<b>Georgia</b>	<b>Montana</b>	<b>Texas</b>
<b>Idaho</b>	<b>North Carolina</b>	<b>Utah</b>
<b>Indiana</b>	<b>North Dakota</b>	<b>West Virginia</b>
<b>Iowa</b>	<b>Ohio</b>	

# BANNED TRAVEL

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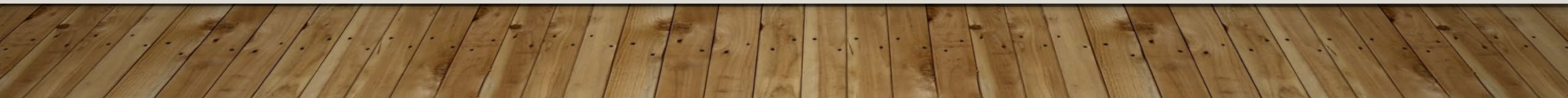
Exceptions to AB 1887, required travel is allowed if for the following purposes

- 1) Enforcement of California law, including auditing and revenue collection.
- 2) Litigation.
- 3) To meet contractual obligations incurred before January 1, 2017.
- 4) To comply with requests by the federal government to appear before committees.

# BANNED TRAVEL

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## Exceptions (cont.)

- 5) To participate in meetings or training required by a grant or required to maintain grant funding.
  - 6) To complete job-required training necessary to maintain licensure or similar standards required for holding a position, in the event that comparable training cannot be obtained in California or a different state not subject to the travel prohibition.
  - 7) For the protection of public health, welfare, or safety, as determined by the affected agency, department, board, authority, or commission, or by the affected legislative office. (Gov. Code, § 11139.8, subd. (c).)
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# BANNED TRAVEL – HOW TO AVOID PROBLEMS

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- To move forward with travel to banned states
  - 1) Request permission from supervisor, providing documentation as to why travel is necessary
  - 2) With supervisor authorization, submit request to Board for approval
  - 3) File documentation and Board authorization in grant file



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# COST REIMBURSEMENT METHODOLOGY

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## Two Methods for Calculating Expense Reimbursement

- 1) Actual Costs
- 2) Per Diem Rates



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# COST REIMBURSEMENT METHODOLOGY

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## ACTUAL COSTS

- Used by RCCD
- Reimbursement based on actual costs documented by receipt
- No limitations on what can be reimbursed
- No receipt, no reimbursement

## PER DIEM RATES

- Used by Federal Government (and many others) to reimburse for travel costs
- Does not reimburse for actual costs
- No receipt required
- Rates set annually and vary by location
- Example: Mileage Reimbursement
- [Per Diem Rates | GSA](#)

# COST REIMBURSEMENT METHODOLOGY

Primary Destination 	County 	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel 
Naples	Collier	\$69	\$16	\$17	\$31	\$5	\$51.75
Orlando	Orange	\$69	\$16	\$17	\$31	\$5	\$51.75
Panama City	Bay	\$64	\$14	\$16	\$29	\$5	\$48.00
Pensacola	Escambia	\$64	\$14	\$16	\$29	\$5	\$48.00
Punta Gorda	Charlotte	\$64	\$14	\$16	\$29	\$5	\$48.00
Sarasota	Sarasota	\$69	\$16	\$17	\$31	\$5	\$51.75
Sebring	Highlands	\$64	\$14	\$16	\$29	\$5	\$48.00
St. Augustine	St. Johns	\$69	\$16	\$17	\$31	\$5	\$51.75
Standard Rate	Applies for all locations without specified rates	\$59	\$13	\$15	\$26	\$5	\$44.25

# COST REIMBURSEMENT METHODOLOGY

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L. McQuay-Peninger meals and incidentals for AACC WDI Reimagine Conference 2022	✓	<del>114.03</del>	102.20
L. McQuay-Peninger airfare (American Airlines) for AACC WDI Reimagine Conference 2022	✓	215.60	
L. McQuay-Peninger airfare (Alaska Airlines) for AACC WDI Reimagine Conference 2022	✓	133.60	
L. McQuay-Peninger hotel (Hyatt Regency Jacksonville) for AACC WDI Reimagine Conference 2022 (189+27.66=216.66 * 4 nights + 4 nights of parking at \$20 each)	✓	946.64	

# COST REIMBURSEMENT METHODOLOGY

Date	Expense Type	Vendor	Cost
1/24/2022	Ground Transportation	Flyaway	\$19.50
1/25/2022	Dinner	Hyatt Regency Jacksonville Riverfront Tavern	\$9.68
1/26/2022	Breakfast	Hyatt Regency Jacksonville Riverfront Market	\$11.82
1/27/2022	Breakfast	Hyatt Regency Jacksonville Riverfront Market	\$11.83
1/27/2022	Dinner	Indochine	\$16.13
1/29/2022	Lunch	PGA Tour Grill Jacksonville Airport	\$15.07
1/29/2022	Parking	Van Nuys Airport Parl	\$30.00
			<b>\$114.03</b>

# COST REIMBURSEMENT METHODOLOGY– HOW TO AVOID PROBLEMS

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- Identify method of reimbursement
- Read grant award agreement
- Do not make assumptions
- Regardless of reimbursement method, outline requirements and/or expectations with individuals traveling on your grant



# OUT OF STATE TRAVEL

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State-Funded Grants, out of state travel is closely monitored.

From Standard Terms and Conditions:

Travel: For travel necessary to the performance of this Grant Agreement, Grantee travel and other expense reimbursement claims shall be governed by the travel policy and procedures adopted by the Grantee's governing board. Travel and other expenses shall be limited to those necessary for the performance of this Grant Agreement. For grants involving federal funds, any out-of-state travel must be approved in advance by the Project Monitor.

# OUT OF STATE TRAVEL – HOW TO AVOID PROBLEMS

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- Read Grant Award Agreement
- Know the source of funds
- Do not make assumptions





# INTERNATIONAL TRAVEL

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For federally sponsored grants,

If International travel is allowed, all flights must be compliant with the Fly America Act.

[Fly America Act | GSA](#)



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# INTERNATIONAL TRAVEL

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- 1) All air travel and cargo transportation services funded by the federal government are required to use a "U.S. flag" air carrier service.  
[Certificated Air Carriers List | US Department of Transportation](#)
- 2) You cannot cross the U.S. border to use a foreign airline to avoid being subject to the Fly America Act. If your travel does not comply with the Fly America Act, the government will not reimburse your airline ticket.



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# INTERNATIONAL TRAVEL – HOW TO AVOID PROBLEMS

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- Read Grant Award Agreement
- Consult with Program Officer if US carriers are cost prohibitive
- Don't make assumptions



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# TRIP CHANGES

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- RCCD Travel Policy requires Board approval for all out-of-state travel
- Travel must be approved by Board prior to booking travel
- Changes to trip must be reapproved by Board



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# TRIP CHANGES

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- Changes include:
  - 1) If you change the date you leave or the date you return
  - 2) If the actual cost of travel exceeds the cost estimated on the Travel Request by more than 10% or \$200



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# TRIP CHANGES – HOW TO AVOID PROBLEMS

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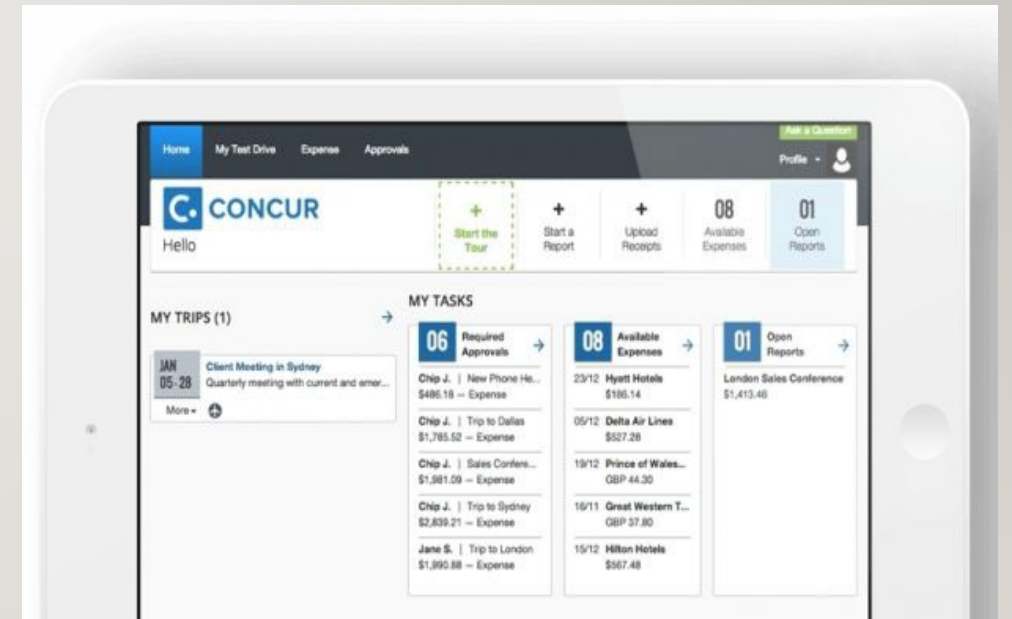
- Take the time to plan out your trip
- Know when the Board meets
- Submit request to travel at least a month prior to the trip
- Don't travel like Laurie 😊



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# CONCUR

- RCCD utilizes Concur to process travel
- Highly customized to RCCD needs and culture
- Technology can be difficult to use
- Nuances:
  - Pre-approval flow is not the same as the post-approval flow
  - The default budget code is the code that pays the traveler's salary

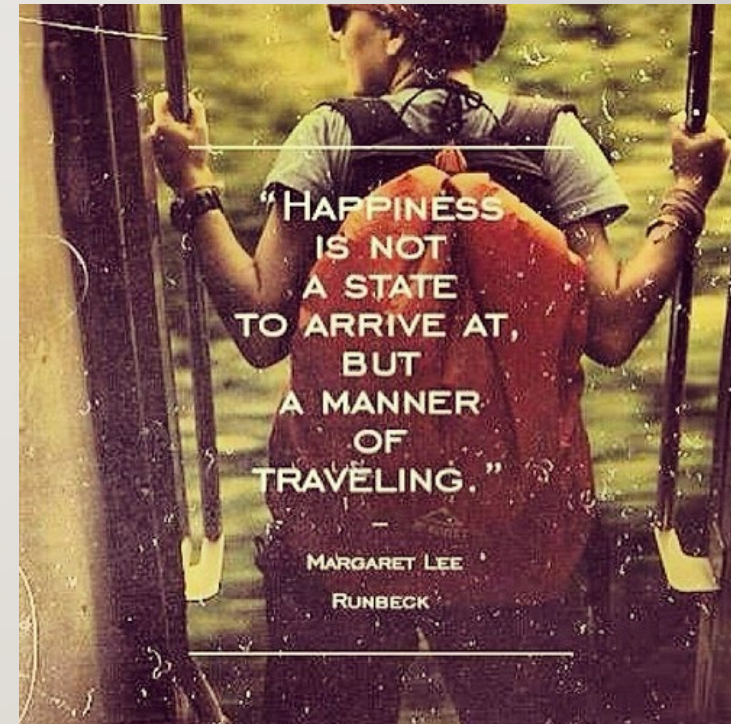


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# CONCUR – HOW TO AVOID PROBLEMS

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- Start early
- Ask for help
- If you are funding the travel of others, share with them any grant-specific travel requirements and ask them to share their expense reports with you
- Breathe 😊



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# OTHER TRAVEL CHALLENGES/QUESTIONS/ CONCERNS

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