

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

<b>Title:</b> DISTRICT TRAVEL	<b>Number:</b> \$ 3



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

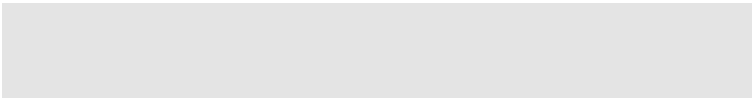
**Title:**  
**DISTRICT TRAVEL**

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

**Title:**

[Redacted area]

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<b>Legal Authority:</b> California Education Code Sections 87032	

- )UDFWLRQDO GD\ WUDYHO WULSV OHVV WKDQ KRXUV
- 7ULS EHJLQV DW RU EHIRUH DP 2008HQGVWDWDRLEHDFODLP
- 7ULS EHJLQV DW RU EHIRUH SP DQQHQQV\DEH FODLPHG
- ,I WKH IUDFWLRQDO GD\ LQFOXGHV DQ RYHUQLJKW VWD\ UPHDO RU ORGJLQJ H[SHQVHV PD\ EH FODLPHG RU UHLPEXUVI GDWH RU GXULQRXUQRXUHQSWULRG
- (PSOR\HHV PD\ QRW FODLP OXQQRWULQSVLGHQWDOV RQ RQ

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

- A. Air / Rail Travel:** 7KHPSORSXU FKDWKMLLFNGHLWDFQVXEPILRWUHLPEXUVDPHQW DQH[SHQV\DXBRQ FRPSOHWLQ)DWHKVVWUDWVHKORZHVRWVLEDDWHJ HFRQRPRDFHWFSJUDGHWK DV DQ\WLPH IDUHV EDVORUWMLP BXUMLDJEVWH DQHPSORZHM KWVSJUDLQVGRQHW KHP SOR\H[SHQV%DDJJDFKIDU PHXE H UHLPEXUVXVHGH T XHQRKW UZISWKKVXEPLVRLURHHL(\$SOR\HDMH[SHFWWRG<sup>3</sup>VKRZHQQDGYDQRIS EHVHCBULLVFLQH


7UDYHOIBHBYQNRUHLPEXUKQDELOWVHGHP RQVWUKDWHHGDDJHQWVWVWOW LVOHWWKDDYDLOWKORXJD<sup>2</sup>O €•đ RÂG"\$ TM' - dl ZHOD<sup>2</sup>7a"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 D J 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 H I F R X I D G R Q V L G F R Y H H 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 D 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:**

Number:	\$ 3
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\* *Process Flowchart:*

**VI. Personnel Considerations**

- A. **Leave of Absence:** : K H Q D 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 F G V D D B 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 G B Q I H U H V F R H Q V L G W B E H I 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 R W L 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 X Q G H P 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 W I D R U Q
- C. **Overtime:** 2 Y H U W L P 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 N R F D W W B R I G P S O R \ S H I Q V R U Q I D Q 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 N R F D W W K B R Q H