



**Business & Finance Office Notice  
MEMORANDUM**

**Date:** March 4, 2025  
**To:** All Budget Center Managers & Applicable Support Staff  
**From:** Wendy Nucho, Controller & James Reeves, VPAS  
**Subject:** Temporary Adjustment to Travel & Purchase Card Policies

Effective Dates: For the period of 3/1/2025 through 5/31/2025

Notice:

This notice is to inform Budget Center Managers that for the period of **March 1, 2025**, through **May 31, 2025**, that Thompson Creekside will **NOT** be available to setup new reservations. This notice does not affect current reservations in place through Thompson Creekside.

During this **temporary** period, a **Purchase Card** holder is now authorized to use their card (with signed **travel authorization packet** and **PO#** on file) to purchase Hotel Rooms, Flights & Rental Cars (*Car Rentals require VPAS approval*) with a District Purchase Card.

Purchasing **other travel expenses** (see travel policy) with a PCard continue to be a **non-allowable** use of the cards. These expenses will continue to be paid through the regular travel reimbursement process.

Additional items needed to implement this temporary change:

To make sure that budget codes are available for the monthly entry process, the Budget Center funding the travel needs to also be the applicable PCard used. Please confer with your Senior Dean or VP if a PCard needed.

New or additional purchase cards will not be issued to support this temporary change.

Purchase Orders are still required before reservations can be made. The “After the Fact” form will need to be submitted if reservations are made without a PO#. This form will be submitted with the applicable purchase card receipt.

To increase Purchase Card spending limits, a PO is required. The normal process with John Martinez will continue.

The [Travel Policy \(AP 6390\)](#) restrictions remain in place regarding types of allowable expenses and spending limits.

Travel Agency Update:

The District will be transitioning to the State’s Travel Program. The anticipated “roll-out” month being June 2025. Once this program is implemented, Purchase Card use for travel will discontinue.



## **Travel Policy (portions of) regarding Hotel, Flights & Car Rental:**

### **Lodging/Hotel Accommodations**

Lodging expenses incurred outside of 50 miles of the employee's primary residence shall be allowed.

Actual lodging cost, not to exceed charges at the single occupancy rate, shall be allowed. Early check-in, late check-out, and special services fees (gym, spa, valet parking, concierge services, tips) are not reimbursable. If internet is not available, the District IT department has hotspots available on loan for staff. Internet service should not be billed to lodging account (hotel room).

For multi-day events exceeding 50 miles from their primary residence, and the first day begins prior to 9am, an individual may reserve lodging the day before the event.

If lodging is shared with another employee, each will be reimbursed only for his/her share of the charges. When an employee shares lodging with a non-district person (e.g., spouse/partner, children, etc.), reimbursement to the employee is limited to the single occupancy rate. All reimbursement claims under such instances must show the rate for single occupancy.

Employees and students on district-related travel may not use VRBO or Airbnb or other such services to secure lodging and/or accommodations due to the following reasons: no verification of ADA compliance, security and privacy issues, safety concerns, restrictive cancellation policies, verification of comparable market rates.

When requesting reimbursement, an itemized receipt for lodging expenses must be submitted with the reimbursement claim. A vendor check for 100% of the hotel cost can be paid by check and is the District's preferred payment method for lodging, see Advances above.

### **Other Transportation Expenses**

Transportation expenses include all necessary official travel by trains, airlines, buses and other usual means of conveyance. Claims must be supported by ticket stubs or receipts provided by the commercial carrier/ticketing agent.

The expense of traveling by commercial carrier will be allowed on the basis of actual cost. All employees will be expected to use the most economical mode of transportation where practical and in the best interest of the district.

The standard for domestic or international air travel is economy or coach class. Reservations should be made early to obtain the lowest rates. If available, the District's approved travel agency(s) must be used. The choice of agency(s) will be determined by the Office of the Vice President of Administrative Services. Employees should ensure plans are confirmed prior to purchasing tickets with flight restrictions or no-refund clauses. A baggage service fee shall be reimbursable for the first bag only. Fees for TSA pre-check, early/priority check-in, and leg space upgrades are not reimbursable.

Other necessary transportation-related expenses (e.g., train, taxi, airport shuttle, Uber, Lyft, etc.) which are directly associated with conference or meeting attendance shall be reimbursable with the appropriate receipts. The district does not reimburse for transportation costs when meals are available at or near the place of lodging or the event location. Tipping/Gratuities for transportation services is not reimbursable unless it is the required minimum charged by the transportation company.

When attending a conference or meeting to which the employee has traveled by commercial carrier, the employee may rent an automobile at the carrier terminal for local transportation when such has been authorized in advance by the Vice President of Administrative Services. See the Car Rental section below.

### **Car Rental**

Car rental should be authorized in advance by the Vice President of Administrative Services. The standard car rental is an economy/standard automobile; however, a larger vehicle may be used if three or more employees share a single automobile. Generally, rental agencies provide insurance coverage at a premium. The District recommends you elect such coverage.