From:	Goodrich, Kelly
Subject:	Clarification of Travel Procedures - Virtual Conferences, Per Diem, and the SBCCD Travel/Conference Form
Date:	Thursday, July 1, 2021 10:30:16 AM
Attachments:	image003.png image002.png

Please note that any in-person travel/conference requests during SBCCD's COVID-19 related remote working period need to be approved by the Chancellor or Campus Presidents prior to the event.

To: All SBCCD Employees
From: Accounts Payable
Re: Clarification of Travel Procedures – Virtual Conferences, Per Diem, and the SBCCD Travel/Conference Form

Dear SBCCD Staff:

We would like to respond to a couple questions that have come up in regard to virtual conferences, per diem, and the SBCCD Travel/Conference Form. Please note this is a clarification of existing procedures, whether we are working remotely or not.

- For travel or conferences (virtual or otherwise) not associated with any cost other than employee time, no Travel/Conference Form is necessary. However, the supervisor/manager must approve an employee's attendance at the conference and time away from work. This can be done via email from the supervisor/manager to the employee.

- For travel or conferences (virtual or otherwise) that do involve cost, the SBCCD Travel/Conference Form, including a detailed cost estimate, must be prepared. All costs must be listed, including those on the Cal-card.

- The per diem meal/incidental rate is applicable only when an employee is **required to travel** for a conference.

For more details regarding SBCCD travel procedures, see AP 7400. Please let us know if you have questions or need more information.

Stay well,

Tenille C. Norris
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