

CONFERENCE/TRAVEL REQUEST

Faculty must complete the Request for Travel Authorization Form prior to traveling. Be sure to include:

- The funding source (preferably with account code)
- The appropriate approval signatures (requestor, supervisor, Vice President, and/or Superintendent/President)
- Dates and duration of travel period and number of days absent from the District shall be identified
- The purpose or value of your attendance at this conference.
- The estimated or actual costs of attending the conference.
- The completed requisition with account code and signatures for conference registration.
- The completed requisition with account code and signatures for hotel expenses (the District prepays only one night deposit).

Travel requests are forwarded to Finance and Business once they have been signed by the appropriate Vice President and/ or Superintendent President.

Requests for out-of-state travel requires Board approval (See BP 7400) and must be submitted at least 10 working days prior to the Board meeting and 16 working days prior to the departure date (See BP 7400). Board meetings are scheduled on the 2nd Wednesday of the month. Non approved trips will not be reimbursed.

REIMBURSEMENT AFTER YOU RETURN

- Complete the Travel Expense Report (you will receive this from Accounting along with the yellow copy of your "approved" travel authorization).
- Attach original receipts for airfare, taxi, meals, parking and hotel room.
- Complete a TYPED conference report (requires Divisional/ Vice President of Academic Affairs signature).
- If requesting reimbursement for expenses incurred at a conference, complete a requisition and include the conference name, location, amount spent and dates you attended. Obtain signature from cost center manager and forward to Divisional Vice President of Academic Affairs for signature on conference report.
- After appropriate signatures, the requisition, receipts and conference report will be forward to the Accounting Office for processing.

FINAL APPROVAL AND PAYMENT FOR TRAVEL EXPENSES

Your travel expenses report will be reviewed to ensure that all required receipts and conference report (**Board requires it to be typed**) are in order. If your expenses are under \$250.00, payment will be made shortly after verification. If your travel expenses exceed \$250.00, Accounting will forward your requisition to Contract Management and Vendor Services to have a purchase order issued. Once a purchased order is issued, accounting will process payment. **YOU ARE RESPONSIBLE FOR COMPLETING ALL DOCUMENTS WITHIN THIRTY (30) DAYS FROM THE DATE OF YOUR TRAVEL.**

IF YOU CANCEL TRAVEL ARRANGEMENT

If you cancel your travel arrangements, you must notify Accounting and send back all the travel documents . If any fees have been paid by the district, (i.e. registration fee, hotel deposit, etc.) please make sure these fees are being refunded back to the District.