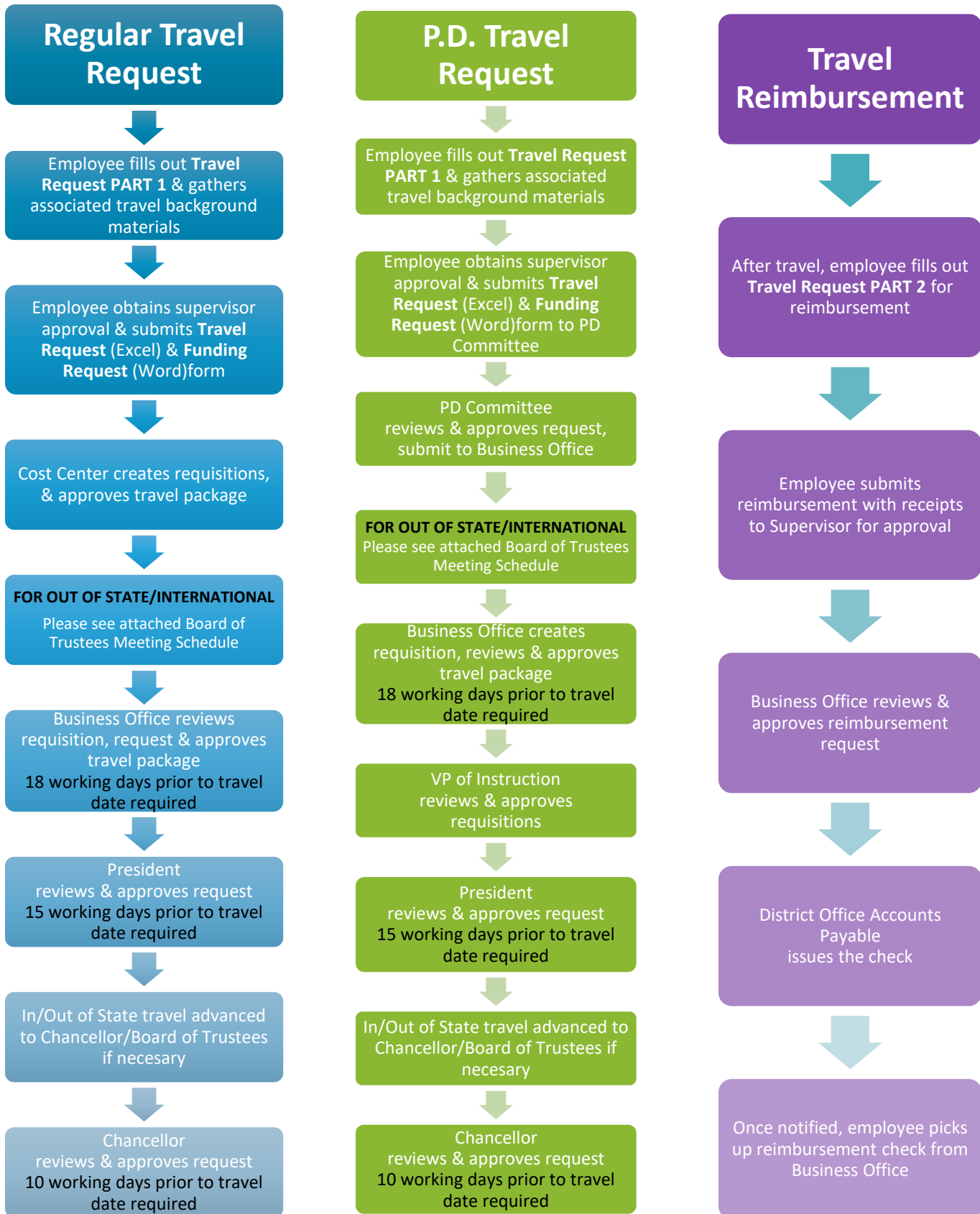


Travel Request & Reimbursement Process



Travel Request & Reimbursement Process

Regular In-State Travel Request:

In State Travel	In State	In State	In State*
	Due at Business Office	Due at President's Office	Due at Chancellor's Office
Supervisor Approval Required	18 working days prior to travel	15 working days prior to travel	10 working days prior to travel

* If required, In State travel will be advanced to the Chancellor's Office

Regular Out-of-State/International Travel Request:

Out of State Travel*	Out of State Due at Business Office**	Out of State Due at President's Office***	Out of State Due at Chancellor's Office****	Out of State Board Material Due Date	Out of State Board Approval Required	Out of State Travel After:
SAR	08/13/2018	08/16/2018	08/23/2018	09/06/2018	09/25/2018	09/26/2018
SAR	08/27/2018	08/30/2018	09/06/2018	09/20/2018	10/09/2018	10/10/2018
SAR	10/01/2018	10/04/2018	10/11/2018	10/25/2018	11/13/2018	11/14/2018
SAR	10/15/2018	10/18/2018	10/25/2018	11/08/2018	11/27/2018x	11/28/2018
SAR	10/29/2018	11/01/2018	11/08/2018	11/22/2018	12/11/2018	12/12/2018
SAR	2019 TBD	2019 TBD	2019 TBD	2019 TBD	2019 TBD	2019 TBD

*SAR – Supervisor Approval Required

** 18 working days prior to Board Meet

***15 working days prior to Board Meet

****10 working days prior to Board Meet

x- Board retreat, may not accept agenda items

Professional Development Travel Request:

PD Travel In/Out of State*	Professional Development (PD) Meeting Date	PD Travel In State Due at Business Office**	PD Travel In State Due at President's Office***	PD Travel In State Due at Chancellor's Office****	Out of State Board Material Due Date	Out of State Board Approval Required	Out of State Travel After:
SAR	09/17/2018	09/20/2018	09/25/2018	10/02/2018	10/25 or 11/08/2018	11/13 or 11/27/2018	11/14 or 11/28/2018
SAR	10/01/2018	10/04/2018	10/09/2018	10/16/2018	10/25/ or 11/08/2018	11/13 or 11/27/2018	11/14 or 11/28/2018
SAR	10/15/2018	10/18/2018	10/23/2018	10/29/2018	11/22/2018	12/11/2018	12/12/2018
SAR	11/05/2018	11/08/2018	11/13/2018	11/19/2018	11/22/2018 or 2019	12/11/2018 or 2019	12/12/2018 or 2019
SAR	11/19/2018	11/22/2018	11/27/2018	12/03/2018	2019 TBD	2019 TBD	2019 TBD
SAR	12/03/2018 LAST 2018	12/06/2018	12/11/2018	12/14/2018	2019 TBD	2019 TBD	2019 TBD

*SAR – Supervisor Approval Required

** 18 working days prior to travel

***15 working days prior to travel, if required, In State travel will be advanced to the Chancellor's Office

****10 working days prior to travel