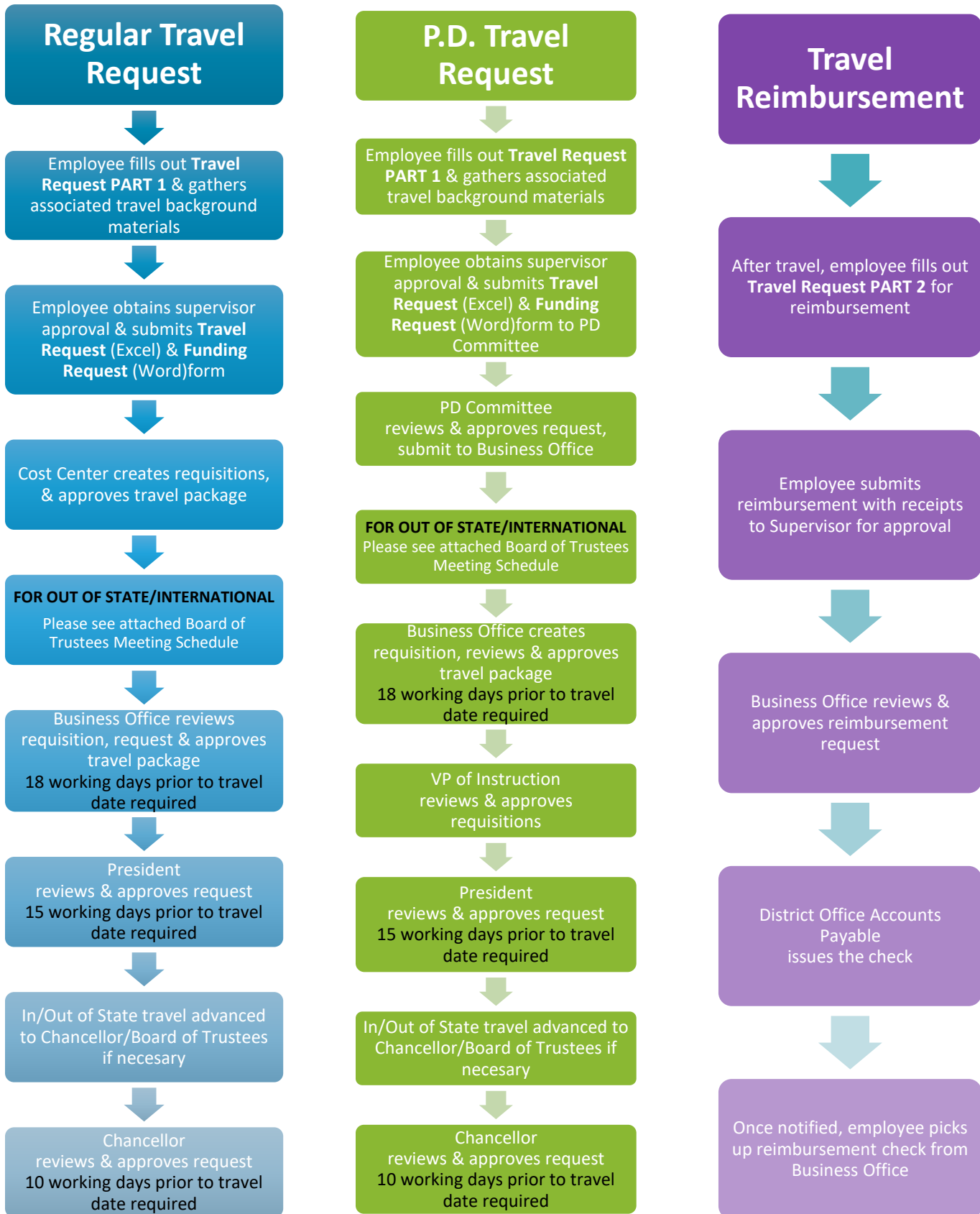


Travel Request & Reimbursement Process



Travel Request & Reimbursement Process

Regular In-State Travel Request:

In State Travel	In State Due at Business Office	In State Due at President's Office	In State* 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
2019	2019	2019	2019	2019	2019	2019
SAR	12/14/2018	12/19/2018	01/04/2019	01/17/2019	02/05/2019	02/05/2019
SAR	01/14/2019	01/17/2019	01/24/2019	02/07/2019	02/26/2019	02/26/2019
SAR	01/28/2019	01/31/2019	02/07/2019	02/21/2019	03/12/2019	03/12/2019
SAR	02/08/2019	02/14/2019	02/21/2019	03/07/2019	03/26/2019	03/26/2019
SAR	02/22/2019	02/28/2019	03/07/2019	03/21/2019	04/09/2019	04/09/2019
SAR	03/11/2019	03/14/2019	03/21/2019	04/04/2019	04/23/2019	04/23/2019
SAR	03/29/2019	04/04/2019	04/11/2019	04/25/2019	05/14/2019	05/14/2019
SAR	04/15/2019	04/18/2019	04/25/2019	05/09/2019	05/28/2019	05/28/2019
SAR	04/29/2019	05/02/2019	05/09/2019	05/23/2019	06/11/2019	06/11/2019
SAR	05/13/2019	05/16/2019	05/23/2019	06/06/2019X	06/25/2019X	06/25/2019X

*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

Note from PCCD Administrative Procedure 7400 Travel Authorization

The employee's Supervisor, College or District Administration, must approve all travel requests as confirmation the trip and related expenditures are appropriate for District business prior to the trip. The administrator overseeing the charge account must approve the expenditure of funds and the Business Officer must confirm that the funds are available.

Required approval signatures are as follows:

a. In-State Travel: Requests under \$3000 require approval of the College President (for college members) or the appropriate Vice Chancellor (for district members). Request \$3000 and above require the Chancellor's approval. The Chancellor's Office must receive the request no later than 10 business days in advance of a trip.

b. Out-of-State and International Travel. All out-of-state and international travel require approval by the Chancellor and the Board of Trustees. The Chancellor's Office must receive the request no later than 30 business days in advance of the trip.

Travel must be approved or ratified by the Board of Trustees before an advance payment or reimbursement of expenses can be made.

Travel Request & Reimbursement Process

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
2019	2019	2019	2019	2019	2019	2019	2019
SAR	01/28/2019	1/31/2019	02/05/2019	02/14/2019	2/21/2019	2/26/2019	2/26/2019
SAR	02/11/2019	2/14/2019	02/21/2019	03/01/2019	3/07/2019	3/12/2019	3/12/2019
SAR	03/04/2019	3/7/2019	03/14/2019	03/21/2019 or 04/04/2019	3/21/2019 or 04/04/2019	3/26/2019	3/26/2019
SAR	03/18/2019	3/21/2019	03/26/2019	04/04/2019 or 04/25/2019	4/04/2019 or 4/25/2019	4/23/2019	4/23/2019
SAR	04/08/2019	4/11/2019	4/18/2019	4/25/2019 or 05/09/2019	4/25/2019 or 05/09/2019	5/14/2019	5/14/2019
SAR	04/22/2019	4/25/2019	05/01/2019	05/09/2019 or 05/23/2019	5/09/2019 or 05/23/2019	5/28/2019	5/28/2019
SAR	05/06/2019	5/9/2019	05/16/2019	05/23/2019	5/23/2019	6/11/2019	6/11/2019

*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