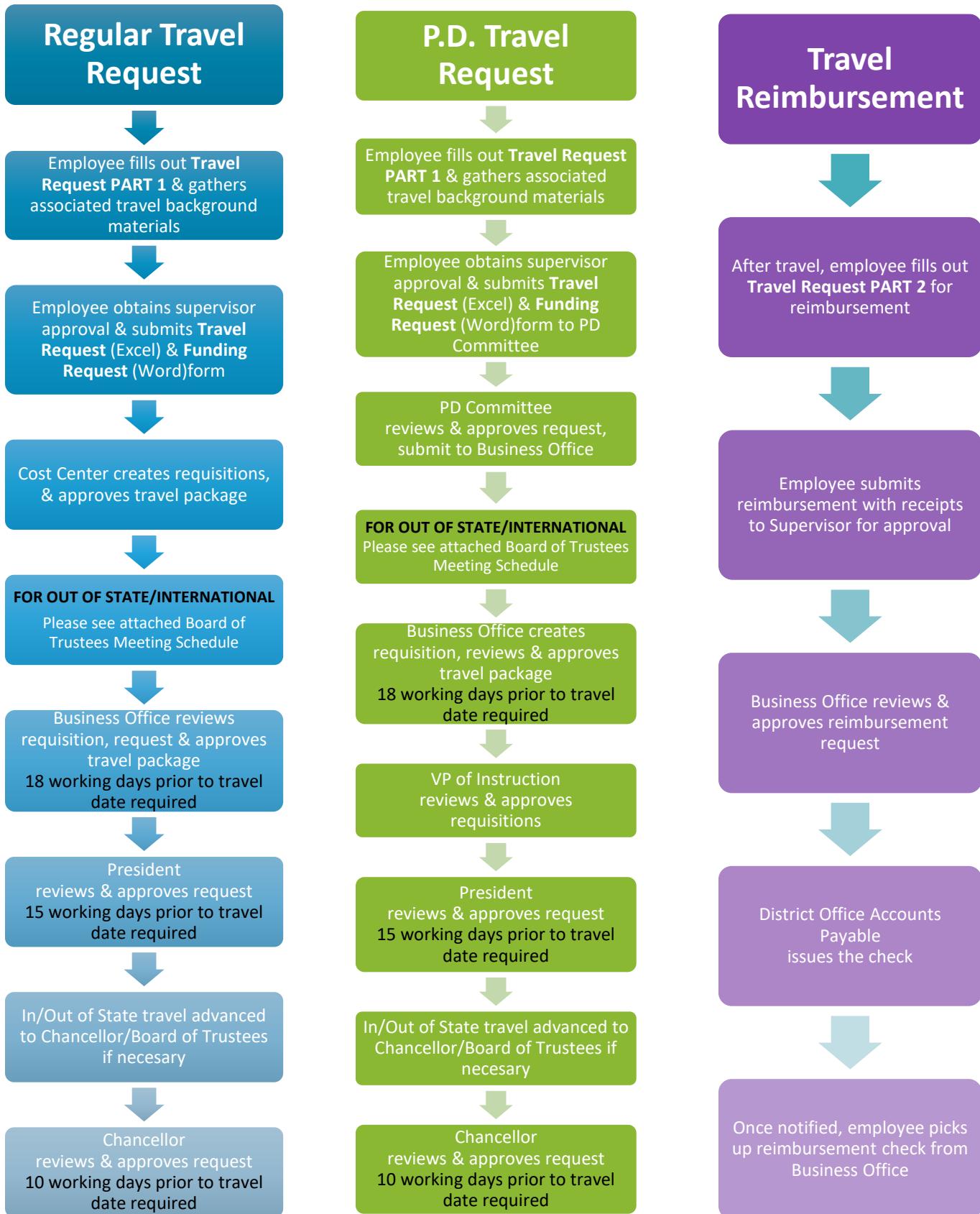


Travel Request & Reimbursement Process



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	11/25/2019	12/02/2019	12/06/2019	12/19/2019	01/07/2020	01/07/2020
SAR	11/28/2019	12/04/2019	12/10/2019	01/02/2020	01/21/2020	01/22/2020
SAR	01/02/2020	01/07/2020	01/13/2020	01/16/2020	02/04/2020	02/05/2020
SAR	01/13/2020	01/20/2020	01/24/2020	02/06/2020	02/25/2020	02/26/2020
SAR	01/27/2020	02/03/2020	02/07/2020	02/20/2020	03/10/2020	03/12/2020
SAR	02/10/2020	02/17/2020	02/21/2020	03/05/2020	03/24/2020	03/25/2020
SAR	02/24/2020	03/02/2020	03/06/2020	03/19/2020	04/07/2020	04/08/2020
SAR	03/09/2020	03/16/2020	03/20/2020	04/02/2020	04/21/2020	04/22/2020
SAR	04/30/2020	04/06/2020	04/10/2020	04/23/2020	05/12/2020	05/13/2020
SAR	04/13/2020	04/20/2020	04/24/2020	05/07/2020	05/26/2020	05/27/2020
SAR	04/29/2020	05/04/2020	05/08/2020	05/21/2020	06/09/2020	06/10/2020
SAR	05/11/2020	05/18/2020	05/22/2020	06/04/2020	06/23/2020	06/24/2020
SAR	06/01/2020	06/08/2020	06/12/2020	06/25/2020	07/14/2020	07/15/2020
SAR	06/15/2020	06/22/2020	06/26/2020	07/09/2020	07/28/2020	07/29/2020
SAR	08/03/2020	08/10/2020	08/14/2020	08/27/2020	09/15/2020	09/16/2020
SAR	08/17/2020	08/24/2020	08/28/2020	09/10/2020	09/29/2020	09/30/2020
SAR	09/02/2020	09/07/2020	09/11/2020	09/24/2020	10/13/2020	10/14/2020
SAR	09/11/2020	09/18/2020	09/25/2020	10/08/2020	10/27/2020	10/28/2020
SAR	09/28/2020	10/05/2020	10/09/2020	10/22/2020	11/10/2020	11/11/2020
SAR	10/26/2020	11/02/2020	11/06/2020	11/19/2020	12/08/2020	12/09/2020

*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:

Travel Request & Reimbursement Process

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.

Professional Development Travel Request:

PD Travel In/Out of State	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	11/25/2019	12/02/2019	12/06/2019	12/19/2019	01/07/2020	01/07/2020
	SAR	11/28/2019	12/04/2019	12/10/2019	01/02/2020	01/21/2020	01/22/2020
	SAR	01/02/2020	01/07/2020	01/13/2020	01/16/2020	02/04/2020	02/05/2020
	SAR	01/13/2020	01/20/2020	01/24/2020	02/06/2020	02/25/2020	02/26/2020
	SAR	01/27/2020	02/03/2020	02/07/2020	02/20/2020	03/10/2020	03/12/2020
	SAR	02/10/2020	02/17/2020	02/21/2020	03/05/2020	03/24/2020	03/25/2020
	SAR	02/24/2020	03/02/2020	03/06/2020	03/19/2020	04/07/2020	04/08/2020
	SAR	03/09/2020	03/16/2020	03/20/2020	04/02/2020	04/21/2020	04/22/2020
	SAR	04/30/2020	04/06/2020	04/10/2020	04/23/2020	05/12/2020	05/13/2020
	SAR	04/13/2020	04/20/2020	04/24/2020	05/07/2020	05/26/2020	05/27/2020
	SAR	04/29/2020	05/04/2020	05/08/2020	05/21/2020	06/09/2020	06/10/2020
	SAR	05/11/2020	05/18/2020	05/22/2020	06/04/2020	06/23/2020	06/24/2020
	SAR	06/01/2020	06/08/2020	06/12/2020	06/25/2020	07/14/2020	07/15/2020
	SAR	06/15/2020	06/22/2020	06/26/2020	07/09/2020	07/28/2020	07/29/2020
	SAR	08/03/2020	08/10/2020	08/14/2020	08/27/2020	09/15/2020	09/16/2020
	SAR	08/17/2020	08/24/2020	08/28/2020	09/10/2020	09/29/2020	09/30/2020
	SAR	09/02/2020	09/07/2020	09/11/2020	09/24/2020	10/13/2020	10/14/2020
	SAR	09/11/2020	09/18/2020	09/25/2020	10/08/2020	10/27/2020	10/28/2020
	SAR	09/28/2020	10/05/2020	10/09/2020	10/22/2020	11/10/2020	11/11/2020
	SAR	10/26/2020	11/02/2020	11/06/2020	11/19/2020	12/08/2020	12/09/2020

*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