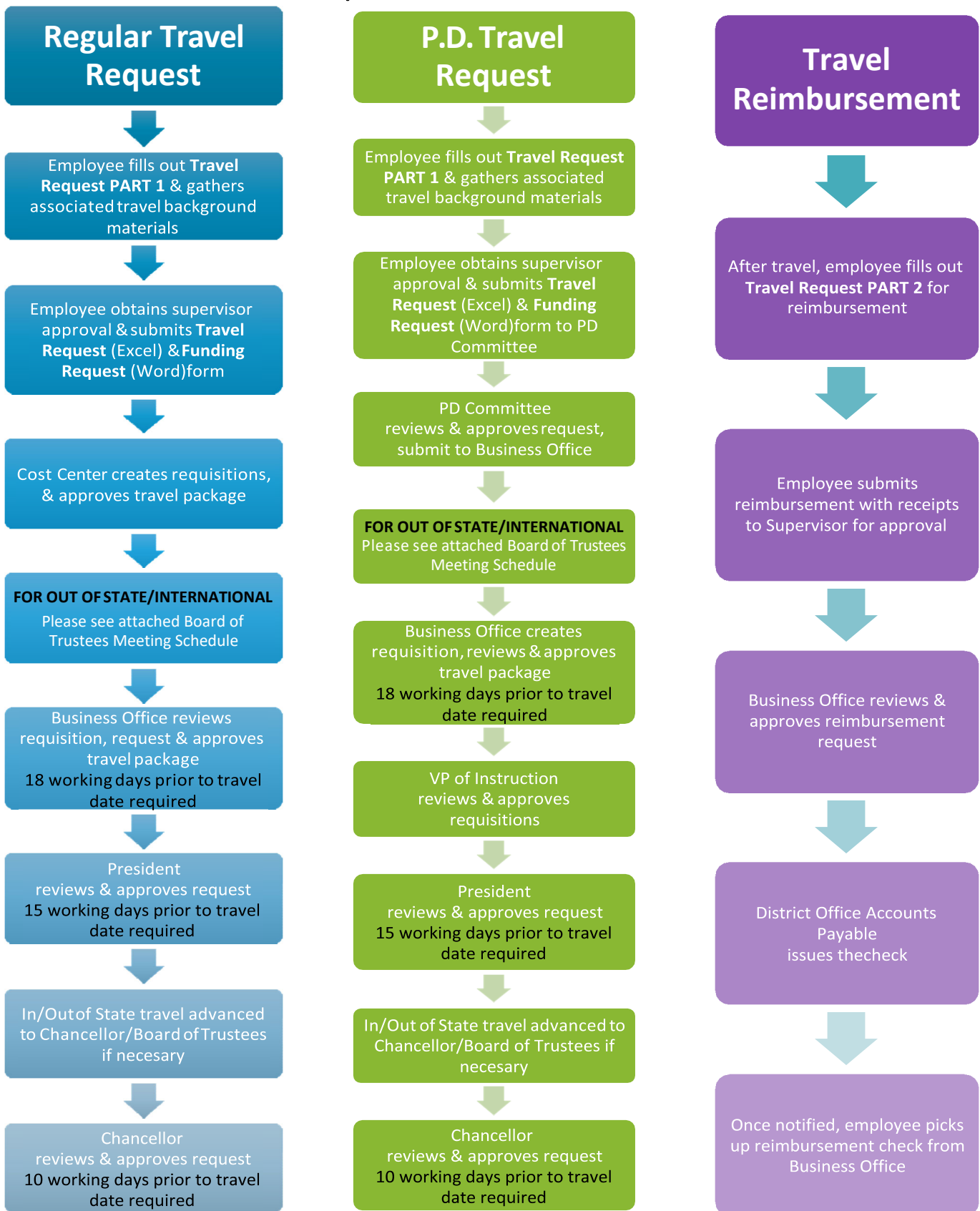


# Travel Request & Reimbursement Process



# 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	06/25/2021	06/30/2021	07/07/2021	07/14/2021	07/27/2021	07/27/2021
SAR	08/13/2021	08/18/2021	08/25/2021	09/01/2021	09/14/2021	09/14/2021
SAR	08/27/2021	09/01/2021	09/08/2021	09/15/2021	09/28/2021	09/28/2021
SAR	09/10/2021	09/15/2021	09/22/2021	09/29/2021	10/12/2021	10/12/2021
SAR	09/25/2021	09/29/2021	10/06/2021	10/13/2021	10/26/2021	10/26/2021
SAR	10/08/2021	10/13/2021	10/20/2021	10/27/2021	11/09/2021	11/09/2021
SAR	11/12/2021	11/17/2021	11/24/2021	12/01/2021	12/14/2021	12/14/2021
SAR				TBD	TBD	
SAR				TBD	TBD	
SAR				TBD	TBD	
SAR				TBD	TBD	
SAR				TBD	TBD	
SAR				TBD	TBD	
SAR				TBD	TBD	
SAR				TBD	TBD	
SAR				TBD	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

### 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 advancepayment 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		06/25/2021	06/30/2021	07/07/2021	07/14/2021	07/27/2021	07/27/2021
SAR		08/13/2021	08/18/2021	08/25/2021	09/01/2021	09/14/2021	09/14/2021
SAR		08/27/2021	09/01/2021	09/08/2021	09/15/2021	09/28/2021	09/28/2021
SAR		09/10/2021	09/15/2021	09/22/2021	09/29/2021	10/12/2021	10/12/2021
SAR	09/13/2021	09/25/2021	09/29/2021	10/06/2021	10/13/2021	10/26/2021	10/26/2021
SAR	09/27/2021	10/08/2021	10/13/2021	10/20/2021	10/27/2021	11/09/2021	11/09/2021
SAR	11/08/2021	11/12/2021	11/17/2021	11/24/2021	12/01/2021	12/14/2021	12/14/2021
SAR	01/13/2022						
SAR							
SAR							
SAR							
SAR							
SAR							
SAR							

\*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