Travel Request & Reimbursement Process

Regular Travel Request



Employee fills out **Travel Request PART 1** & gathers
associated travel background
materials



Employee obtains supervisor approval & submits **Travel Request** (Excel) & **Funding Request** (Word) form



Cost Center creates requisitions, & approves travel package



FOR OUT OF STATE/INTERNATIONAL

Please see attached Board of Trustees Meeting Schedule



Business Office reviews requisition, request & approves travel package

18 working days prior to travel date required



reviews & approves request
15 working days prior to travel
date required



In/Out of State travel advanced to Chancellor/Board of Trustees if necesary



Chancellor iews & approves request

10 working days prior to travel date required

P.D. Travel Request



Employee fills out **Travel Request PART 1** & gathers associated travel background materials



Employee obtains supervisor approval & submits **Travel Request** (Excel) & **Funding Request** (Word)form to PD



PD Committee reviews & approves request, submit to Business Office



FOR OUT OF STATE/INTERNATIONAL

Please see attached Board of Trustees

Meeting Schedule



Business Office creates requisition, reviews & approves travel package

18 working days prior to travel date required



VP of Instruction reviews & approves



President

15 working days prior to travel date required



In/Out of State travel advanced to Chancellor/Board of Trustees if



Chancellor
reviews & approves request
10 working days prior to travel
date required

Travel Reimbursement



After travel, employee fills out Travel Request PART 2 for reimbursement



Employee submits reimbursement with receipts to Supervisor for approval



Business Office reviews & approves reimbursement request



District Office Accounts
Payable
issues thecheck



Once notified, employee picks up reimbursement check from Business Office

Travel Request & Reimbursement Process

Regular In-State Travel Request:

In State Travel	<mark>In State</mark>	In State	In State*	
	Due at Business Office	Due at President's Office	Due at Chancellor's Office	
Supervisor Approval Required	visor Approval Required 18 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	Out of State	Out of State Due	Out of State	Out of State	Out of State	Out of State
Travel*	Due at	at President's	Due at	Board	Board	Travel After:
	Business	Office***	Chancellor's	Material Due	Approval	
	Office**		Office****	Date	Required	
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

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.

^{** 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

Travel Request & Reimbursement Process

Professional Development Travel Request:

PD	Professional	PD Travel	PD Travel	PD Travel	Out of	Out of	Out of State
Travel	Development	In State	<mark>In State</mark> Due	<mark>In State</mark> Due	State	State	Travel After:
In/Out of	(PD) Meeting	Due at	at President's	at Chancellor's	Board	Board	
State*	Date	Business	Office***	Office****	Material	Approval	
		Office**			Due Date	Required	
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, i f required, In State travel will be advanced to the Chancellor's Office

^{****10} working days prior to travel