

TRAVEL REQUEST

Travel requests should be completed a minimum of 2-3 weeks prior to the event; earlier if the event is out-of-state. Sufficient time should be given to obtain the required approvals and, in some cases, obtain "early registration" discounts. When initiating the request, complete the following information:

- Name, Date Originated, Destination (city/state), Purpose (title of conference/event), Date of Event including estimated time of departure and return.
- Method of travel should indicate whether the employee will take their own vehicle or a district vehicle. In some cases, air will also be listed.
For all modes of travel, verification must be obtained that employee has "Driving on District Business" authorizations on file. See IMC Administrative Technician
- Estimated cost of trip should be the best guess of the final cost of attendance
- Prepay Information should itemize any charge that should be paid in advance such as registration fee or hotel reservation. When requesting prepay of hotel reservation, attach the written confirmation that includes the room charge, appropriate taxes and confirmation code. Be as detailed as possible in this section.
- Complete the account number to charge expenses
- Attach documentation on the conference/event as backup

After the unit manager has approved the travel, submit form to the office of College & Administrative Services. This office will be responsible to obtain any additional administrative approvals (see listing below). This office will also route the approved travel request to YCCD Accounts Payable to initiate the prepayments.

REMINDER: All approvals must be obtained prior to travel and before any payments are made towards travel arrangements.

After the Event:

Complete the bottom portion of the travel form to indicate any charges that should be reimbursed to the employee.

- Meals are reimbursed up to a per diem of \$40 and \$30 on travel days (3/4 of daily rate). Receipts are not required. (See Daily Meal Allowance guide below)
- Itemize any other expenses such as air fare, taxi, etc. Attach receipts.
- Incidentals such as bridge toll or parking may be reimbursed up to \$15 per day without receipts.
- Personal mileage reimbursement is based on the current Board of Trustees' established rate.

NOTE: No reimbursement will be made for alcoholic beverages or any personal use items such as movie rentals, or health spa usage.

Employee signs document certifying charges are true and correct. Unit manager approves final reimbursement. Submit completed travel form to the office of College & Administrative Services for final processing. This office will route the finalized travel to YCCD Accounts Payable to initiate final reimbursement to the employee.

Columbia College Required Approvals

- ❖ Unit Manager / Budget Responsibility
- ❖ Vice President, College & Administrative Services – all
- ❖ IMC Administrative Technician - all
- ❖ College President – Cost of Trip exceeds \$1,000 or Out-of State Travel
- ❖ YCCD Chancellor – Out of State Travel