Travel Authorization and Claim
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- Authorizations
- Special Authorizations
- Prepaid Expenses & Cash Advance

- Reimbursement Claims
- Allowable Expenses
- Receipts
- Forms Flowchart
Travel - Authorization

- Requires authorization of dean & VPA
- Must be authorized in advance
- Must have sufficient budget
- Conference documentation must contain descriptive language (what, where, when)
Travel – Special Authorizations

- Chancellor & President approval required for:
  - Out-of-state travel
  - Group travel of four or more
  - Student travel

- Exception:
  - In-state student travel required by course or program (athletics competitions, speech competitions, field trips)
Travel – Prepaid Expenses and Cash Advance

- An approved travel authorization is required before any expenses are incurred or paid
- Prepaids and Cash advances must be processed and issued before departure
- Allowable Prepaid Expenses:
  - Airfare
  - Registration
Travel – Prepaid Expenses

Airfare

- Use the college’s travel agency to arrange for airline tickets
  - The Business Office purchases tickets
  - Travel must be approved before tickets can be purchased
Travel – Prepaid Expenses cont.

- Registration
  - Requires a completed registration form detailing conference location, dates and times, cost, payment due date, and name & address of agency to pay
  - Must be processed and paid by due date
  - District checkwrites every two weeks... be mindful of due date for registration payment and allow time for all approvals
Travel – Cash Advance

- May be requested for travel expenses other than registration and airfare (if these are prepaid)
- Minimum amount of $100
- Original receipts are required for expenses covered by Cash Advance
- Must be processed and issued prior to departure
Travel - Claims

- Due within three business of return from travel
- Original receipts are required to substantiate expenses
  - Exceptions: Meal allowances and incidentals
- Must be submitted for:
  - Travel with Cash Advances
  - Reimbursement of employee-paid travel expenses
Travel – Allowable Expenses

- Mileage for use of a private vehicle
  - Must fly if airfare is cheaper
- Air fare for coach
- Lodging at the single occupancy rate or conference rate, whichever is lower
  - Only room and tax, no food or services
- Meal costs, limited to district allowances (no receipts required):
  - Breakfast $9
  - Lunch $12
  - Dinner $21
Travel – Allowable Expenses cont.

- Other Expenses (receipts required):
  - Hotel phone, internet, or parking charges
  - Bridge tolls
  - Parking fees
  - Taxi, shuttle service
  - Car rentals

- Incidentals
  - $10 per day allowance (no receipts req’d)
  - Costs such as baggage handling, metered parking
Travel - Receipts

- Submit original receipts, not copies
- Lodging receipt must itemize charges and show no balance due
- Canceled checks and credit card vouchers are not accepted in lieu of original, itemized receipts
Please allow at least two weeks for approvals and processing of prepays and/or cash advance.
Questions