



## TRAVEL REQUEST PROCESS

### **Part 1: Travel Authorization & Estimated Expenses**

**NOTE:**

- *President's signature is needed at least 2 weeks prior to travel, unless special circumstances.*
- *Any purchases made prior to approval (e.g., Conference registration, travel costs, lodging, etc.) will not be eligible for reimbursement if the travel request is not approved.*
- *Unapproved travel requires pre-approved leave by the immediate supervisor.*

STEP 1: Identify Travel Opportunity

STEP 2: Identify funding source(s)

STEP 3: Complete: (1) Conference Request Form & (2) SCC Travel Memo

Approval/Signatures

1. Signature: Requestor
2. Initial (next to budget code): Manager of funding source (if different than supervisor)
3. Signature: Direct Supervisor
4. Signature: Area Vice President
5. Signature: President

*\*Including agenda/itinerary helps to expedite the process*

### **Part 2: Request for Advances (Part 2 of Conference Request Form)**

*Travel advance is limited to costs incurred prior to travel and is limited to 75% of the total approved estimated expenses. All receipts for costs are required.*

STEP 1: Complete Correct Area for either

1. Airfare by Away We Go (District's Travel Agency)
2. Employee Advance
3. Direct Pay – Registration
4. Direct Pay - Other

### **Part 3: Actual Claims for Reimbursement (Part 3 of Conference Request Form)**

*Within fifteen (15) business days of returning from travel, submit all receipts for reimbursement. These are required for reimbursement.*

STEP 1: Print all receipts for Reimbursement

STEP 2: Total Transportation Costs

1. Airfare (if applicable)
2. Actual Mileage Drove (MapQuest printable)
3. Other (Airport Parking Costs/Uber or Lyft)

STEP 3: Registration Fee

STEP 4: Meals (Per Diem Rate)

STEP 5: Uber or Lyft costs can also go here is needed

STEP 6: Total Expenses

STEP 7: Less Total Advance Amount

STEP 8: Total Due to Claimant

STEP 9: Sign off on the bottom of the Conference Request

STEP 10: Obtain Direct Supervisor Signature

STEP 11: Send completed Conference Request Packet with receipts to Accounts Payable