

Document# MSOP3	Title: <b>Travel Authorization Request</b>	Print Date: July 1, 2014
Revision # <b>1.0</b>	Prepared By: <b>D.C. Del Rosario</b>	Date Prepared: July 1, 2014

**Purpose:** To provide procedures for applying for travel authorization.

**Scope:** This procedure applies to all employees who requesting authorization to travel to conferences, meetings, and other activities outside the boundaries of the District that are appropriate to the functions of the district provided such attendance is authorized in advance by the Chancellor.

**Responsibilities:**

Unit Manager – verify the travel and relevance to the department’s functions.

Business Manager – confirms the budget and supporting documentation and approves.

President – approves the travel

Chancellor – approves the travel

**Definitions and Abbreviations**

- Per Diem Rates – per diem rates for lodging, meals and incidentals according to the United States General Service Administration (GSA) for the area visited.
- Institutional Travel – to attend meetings with Federal, State or local agencies to meet with elected officials, or to consult with colleagues and other institutions or to serve on an accreditation team.
- Professional Travel – to permit participation to advance the legitimate and constructive cause of community college education in California.
- Instructional Travel – to encourage faculty and staff to keep abreast of new knowledge and new techniques in their areas of responsibility.

**Procedure:**

**1.0 TRAVEL FORM IS SUBMITTED FOR APPROVAL**

1.1 Part one of the Travel Request and Expense Claim form must be submitted to the cost center first level supervisor for authorization prior to all institutional, professional, and instructional travel request dates.

- 1.2 A requisition is processed for travel related expenditures, including registration, accommodations, and airline tickets must be accompanied with the Travel Request and Expense Claim with the prior approval of the first level supervisor.
- 1.3 The cost center first level supervisor forwards the travel form along with the requisition and all supporting documents to the Business Office to verify funding and for Business Manager's approval.
- 1.4 Business Office forwards the approved form to the President's Office for approval.
- 1.5 The President's Office reviews the travel form and approves and forwards the form to the Chancellor's Office for approval.

## **2.0 FINANCE DEPARTMENT PROCESSES PAYMENT**

- 2.1 Conference Registration - all registration must be paid directly to the vendor hosting the conference.
- 2.2 Travel advance requests should not exceed 80% of the authorized per diem rates for transportation, lodging, meals and incidentals.

## **3.0 TRAVEL IS COMPLETED AND FINALIZED**

- 3.2 Advances must be liquidated/ finalized within 30 days of completion of travel.
- 3.3 Traveler must submit the completed part two form of the signed travel form itemizing all expenses and attaching all original receipts.

### **References:**

- A. BOARD POLICY 7400 TRAVEL
- B. ADMINISTRATIVE PROCEDURE 7400 TRAVEL AUTHORIZATION

### **Forms/Records:**

<b>Form #</b>	<b>Record/Form/Activity Name</b>
<b>Required by Standard</b>	
7400	Travel Request Expense Claim

### **Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>
1.0	7/01/14	Initial Release