

Travel Requests (Non-Student Travel)

A. Signature Requirements before a travel/expense authorization form is sent to Purchasing:

	In State	Out of State	Out of Country
Traveler (Requesting Employee)	X	X	X
Department Chair/Supervisor	X	X	X
Appropriate Supervising Administrator	X	X	X
VP – Department	X	X	X
Vice President of, Finance & Administrative Services		X	X
Superintendent/President			
Board			X

B. Purchasing will assign vendor numbers, verify signatures, and expenditure totals, check budget availability, and assign a trip number. Purchasing will also forward Travel Expense Claim form to the traveler unless otherwise specified.

C. Purchasing will route processed forms to the Accounting Department for issuance of checks. It is advisable to submit requests well in advance of the date of travel if a check is required. If Accounting is required to issue a check for conference registration/hotel advance, the appropriate original registration form must be submitted with the travel form. Personal cash advances, not to exceed 75% of the maximum authorized, will be processed only if total authorized expenses exceed \$100.

D. Purchasing will route the Expense Claim forms to the traveler along with a copy of the Travel Request form. If your trip was canceled the Expense Claim forms must be marked “canceled and turned in to the Accounting department to close out the Travel Request. If the lodging will be reimbursed, a tax exemption form will be provided for the employee to give to the lodge at check-in. Employees are encouraged to request a Government Discount.

Frequently Asked Questions:

If a traveler is making flight arrangements and they do not wish to pay on their personal credit card and be reimbursed they may make their flight arrangements using a Cal-Card.

Cal-Cards may only be used for travel when the expenses are included on an APPROVED TRAVEL REQUEST FORM.

ADVANCES

Checks for advances are issued each Friday. In order to receive an advance, Purchasing must process the Travel Request and turn it in to Accounting by noon on Monday of the same week. Please allow the Purchasing department enough lead time to process your Travel Request.

The object Code for Travel Request Forms is 5210

MEAL REIMBURSEMENTS CURRENTLY: (when authorized)

\$10.00 Breakfast (if departure is before 8 AM)

\$15.00 Lunch

\$20.00 Dinner (if the arrival on campus after 6 PM)

\$45.00 DAILY MEALS (as of 12/18/2012)

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If applicable, SRJC to Petaluma Campus is 17 miles one way or 34 miles round trip

Effective 1/1/24 the current mileage reimbursement rate is \$0.67/mile