

## Travel Requests (Non-Student Travel)

A. Before a travel/expense authorization form is sent to Purchasing, the following signatures are required:

|   | 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              |
| Senior Vice President of, Finance & Administrative Services |          | X            | X              |
| Superintendent/President                                    |          |              |                |
| Board   |          |              | X              |

\* The Senior VP, Finance & Administrative Services signature is required if the traveler is going out of state. (Policy initiated 2016)

B. Purchasing will assign vendor number, verify signatures, expenditure totals, check budget availability, and assign a trip number.

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 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 cancelled the Expense Claim forms must be marked "cancelled" and turned in to Accounting 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 into Accounting by noon on Monday of the same week. Please allow the Purchasing department enough lead-time to process your Travel Request.

Object Code for Travel Request Forms is 5210

MEAL REIMBURSEMENTS CURRENTLY: (when authorized)

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

\$15.00 Lunch

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

-----

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

=====

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

Effective 12/28/16 the current mileage reimbursement rate is \$0.535/mile