

INSTRUCTIONS FOR IN-STATE TRAVEL

Addendum to

Instructions for preparation of Travel Authorization and Reimbursement Claim form

(GS Form #106)

PROCESS FOR REQUESTING IN-STATE TRAVEL

1. Employee completes Travel form Part I-Request to Attend and Part II-Request for Cash Advance/Prepaid Expense (if applicable). Please be sure to include the appropriate Budget String prior to submitting to immediate Area Dean/Unit Supervisor.
2. Employee submits all 5 copies of the Travel form and all applicable documentation to immediate Area Dean/Unit Supervisor for review and approval.
3. Area Dean/Unit Supervisor submits approved Travel form and documentation to Area/Operating Unit Vice President for review and approval.
4. College Vice President's office forwards **authorized** Travel form and documentation to Business Services for filing and notification of employee, and **denied** Travel form is returned to the appropriate Area Dean/Unit Supervisor for appropriate action.
5. Business Services forwards authorized Travel form and documentation to the Vice President of Administration (VPA) for budget review and approval and returns authorized Travel form and documentation to Business Services for processing to district Accounting Operations.
6. If only Part I-Request to Attend of the Travel form has been completed, Business Services retains original (white) and College Admin. Svcs (green) copy and documentation and returns remaining copies (yellow, pink, goldenrod) to employee for completion of Part III upon return from travel.
7. If Part II-Request for Cash Advance/Prepaid Expense has been completed, Business Services forwards white copy plus original documentation to district Accounting Operations for payment processing, retains green copy of Travel form and copy of documentation and returns remaining copies to employee for completion of Part III upon return from travel.
8. Accounting Operations forwards requested prepayments to vendors and employee cash advances to Business Services.
9. Business Services notifies employee that cash advance is available for pick-up at counter.
10. Upon return from travel, Complete Part III (including Dean/Unit Supervisor signature). Make a final computation of all incurred travel expenses and attach all **ORIGINAL** travel receipts by taping them to a sheet of paper and send completed package to Business Services. Business Services forwards remaining copies plus original receipts to district Accounting Operations for payment processing. Accounting Operations forwards requested reimbursements to Business Services, who will in turn notify requestor.