

INSTRUCTIONS FOR OUT-OF-STATE TRAVEL
Addendum to
Instructions for preparation of Travel Authorization and Reimbursement Claim form
(GS Form #106)

ADDITIONAL INSTRUCTIONS FOR OUT-OF-STATE TRAVEL

In addition to all instructions on the back of the Travel Authorization and Reimbursement Claim form (Travel form) the following items must also be adhered to when traveling out of state:

- Travel requests must be submitted on Travel form GS106 a **minimum of 6-weeks prior to departure**.
- A brief justification memo to the Chancellor must be included with the Travel form.
- The conference itinerary and registration information must be included with the Travel form.
- Out of State travel is not authorized until Travel form has been approved and signed by the Area Dean/Unit Supervisor, Area/Operating Unit Vice President, College President and District Chancellor.
- All authorizations must be obtained prior to time designated for departure.

PROCESS FOR REQUESTING OUT-OF-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. Administrator forwards Travel form and documentation to College President for review and approval.
5. College President forwards Travel form and documentation to District Chancellor for review and final authorization.
6. District Chancellor returns the authorized or denied Travel form and documentation to College President's office.
7. College President's office forwards **authorized** Travel form and documentation to Business Services for filing and notification of employee, and **denied** Travel form are returned to the appropriate Area Dean/Unit Supervisor or Area/Operating Unit Vice President for appropriate action.
8. Business Services forwards authorized Travel form and documentation to the Vice President of Administration (VPA) for budget review and approval.
9. VPA returns authorized Travel form and documentation to Business Services for processing to district Accounting Operations.
10. 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.
11. 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.
12. Accounting Operations forwards requested prepayments to vendors and employee cash advances to Business Services.
13. Business Services notifies employee that cash advance is available for pick-up at counter.
14. 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.

Workflow - Out of State Travel Request (GS Form #106)

Preparing for Travel

