

TRAVEL REQUEST PROCEDURES

Please remember to create a requisition for all items, regardless of what method of payment you use. **ALL REQUISITIONS AND TRAVEL REQUESTS MUST BE FULLY APPROVED BEFORE YOU BOOK ANYTHING!** Board Policy AP6330-0 states that any purchase that is not preapproved shall be deemed personal purchases by the individual.

Prior to attending, make sure you have the following:

- 1 **Are you submitting your travel 20 days prior to traveling?** Board policy AP6531-PVC states that you must submit (turn in) your travel request 20 days prior to travel. It also states that it must be fully approved by administration 5 working days in advance of travel.
 - a. If not, please submit a justification as to why you were unable to submit it in a timely manner.
- 2 **Did you submit an Absence from Campus?**
 - a. Make sure to include a copy of the Absence from campus with the travel.
- 3 **Do you have an agenda?** This is very important and your travel cannot be processed without it! The agenda shows, dates, times, location, topics covered and meals.
 - a. Be sure to include all anticipated meals. The college pays the following per diem rates: Breakfast is \$12.00, Lunch is \$18.00 and Dinner is \$36.00. You cannot claim breakfast if you leave after 7:00 a.m. and you cannot claim Dinner if you arrive before 7:00 p.m.
 - b. If the agenda shows that a meal is provided, do not include.
 - c. Print a copy of the agenda.
- 4 **Have you requested a van?**
 - a. Send an email to Stephanie Slagan, Vicki Lujano, or Diana Navarro in order to reserve vehicle.
 - b. Print a copy of the map from the college to the destination, and back.
 - c. If no, have you gotten preapproval from the Chief Business Officer to take your own vehicle? Board Policy AP6531-PVC states that travel by personal vehicle must be approved by the Chief Business Officer.
 - i. Print out the pre-approval and attach it to the travel.
- 5 **Are you flying?** You can fly from Palm Springs (PSP), Ontario (ONT), Phoenix (PHX), or Las Vegas (LAS). Please remember that if you're flying out of state that it needs to go to the Board as an information item. Also, did you remember to...
 - a. Look for the best possible price for your airfare.
 - b. Include parking Fees at the Airport.
 - c. Include shuttle Fees from the airport to hotel.
 - d. Include Luggage Fees.
 - e. Print out the confirmation.
- 6 **Are you staying the Night?** Don't forget to:
 - a. Book the hotel using a college credit card.
 - b. Check to see if there are parking fees.
 - c. Complete the credit card authorization form for the hotel. You can also include parking fees at the hotel on the credit card authorization form.
 - d. Print out the confirmation.
- 7 **Are there any Registration fees?**
 - a. Complete the registration and pay online or by check.
 - b. Print out registration.

Once you have completed the above items, be sure to transfer the information over to the travel request form. Then complete the following:

- 1 **Attach all copies of back up information listed above to the back of the travel request form.**
 - a. This includes items 1-7 listed above.
 - b. Be sure to include requisition numbers
 - c. Don't forget to sign your travel!
- 2 **Submit your travel request packet to your designated administrator for approval.**
 - a. For Maintenance and Administrative Services you will submit it to the Chief Business Officer.
 - b. For Instruction and Student Services you will submit your travel to the Vice President of Instruction/Student Services.
 - c. For Administrators and IT, you will submit your travel to the Superintendent/President.
- 3 **Bring travel request packet to the business office for budget approval.**
 - a. Approval will not be given unless all back-up information is attached including requisitions.
- 4 **Submit your travel to the Superintendent/President's Office.**
 - a. Travel Requests for conferences or flights out of state need to go to the Board of Trustees as an information item.
- 5 **Once you receive the signed travel and approved requisitions, you may now book all travel arrangements.**

After you attend the conference you must:

- 1 Record your actual expenses on the travel request below.
 - a. Attach an agenda showing meals provided by the conference.
 - i. We will only pay for meals not provided by the conference.
 - b. Attach all receipts to the travel.
 - i. If you purchased any item with the credit card, return that receipt individually to the business office with the designated requisition number. This is the back-up for the credit card.
 - ii. Do not turn in receipt for per diem meals unless you paid on the credit card for your meals.
 1. Meal receipts must be itemized showing what was purchased.
 2. The district will not pay for alcohol beverages.
 3. You may not tip more than 15% of the total meal cost.
 4. It is encouraged that credit card holders use their credit cards for meals for all PVC employees attending a conference with you. This allows for less out of pocket expenses for employees.
- 2 Sign your travel request.
- 3 Submit your travel request to your designated administrator for approval.
 - a. For Maintenance or Administrative Services you will submit it to the Chief Business Officer.
 - b. For Instruction and Student Services you will submit your travel to the Vice President of Instruction/Student Services.
 - c. For Administrators and IT, you will submit your travel to the Superintendent/President.
- 4 Submit your travel request to the Superintendent/President for approval.
- 5 Submit your travel to the Business Office for payment.

RCOE Auditing Guidelines (What the county looks for!)

TRAVEL AND CONFERENCE

REQUIRED DOCUMENTATION

- I. Copy of district's Board approved travel policy to be on file with District Fiscal and Administrative Services.
- II. Copy of Employment Contract if expenses specific to employee(s).
- III. Copy of itemized travel claim that indicates the following.
 - a. Dates involved.
 - b. Destination of trip.
 - c. Name of claimant and signature.
 - d. Purpose of trip, including conference brochure/flyer.
 - e. Cost of travel – attach receipts.
 - f. Cost of lodging - attach hotel receipt showing the single room rate.
 - g. Meals - breakdown breakfast, lunch and dinner. Receipts are required to be submitted unless the district's board policy is to pay by per diem.
 - h. Cost of registration – attach flyer or conference brochure.
 - i. Explanation of other expenditures – include all receipts.
 - j. Appropriate approvals prior to travel. If applicable, completed and signed travel request.
 - i. Superintendent or Board Designee must approve for all employees prior to travel.
 - ii. The board travel policy must specify who is authorized to approve the district superintendent's travel claim.

Non-essential or prohibited expenses, such as in-room movies, alcohol, etc., should not be included for reimbursement. Purchase of alcoholic beverages with public funds is prohibited (EC 32435).

If individual claim includes costs for other employees (group claiming), names of other employees must be listed next to expenses claimed and travel claims of those employees should be submitted at the same time.

Expenses for spouses, dependents, friends and employees of other agencies are not reimbursable. If expenses were paid by district, they must be reimbursed and proof of reimbursement must be included with claim.

AUDIT PROCEDURES

- I. Refer to district's Board policy.
- II. Review items listed in III of Required Documentation
 - a. Verify expenditures are in accordance with policy (Test for reasonableness).
- III. If payment involves claim for more than one person, divide total by number of people and verify per person charge to determine compliance with policy.
- IV. If detailed meal receipts are not available and district does not reimburse by per diem, request a signed itemization from the district with a certification that alcohol was not purchased.

TRAVEL, CONFERENCE AND MILEAGE EXPENSES, Continued...

MILEAGE

REQUIRED DOCUMENTATION

- I. Copy of the board adopted mileage reimbursement policy.
- II. Copy of the mileage claim including dates, destination, purpose and number of miles.

AUDIT PROCEDURES

- I. Verify that the claim includes the dates, destination, purpose and number of miles.
- II. Test for reasonableness.
- III. Verify reimbursement rate is the allowable IRS rate or less. If reimbursement is greater than the IRS rate, the difference must be reported to the IRS.