

Galaxy Travel Request Requisitions

Travel Request- Per Board Policy, Travel Requests must have prior approval 5 days in advance of your travel. Any out of state travel must be included in the board agenda as an information item.

You will have to create **three Purchase requisitions** for one travel:

1. **Requisition for reimbursement to employee** (Employee should be listed as the vendor)
 - a. You must add one line for each meal the person may be entitled to. For Example, if a person is entitled to Breakfast, lunch and dinner for a certain date, you should have three lines for that date.
 - b. One line for mileage if employee is taking their own vehicle (miles from mapquest times 2 times .575 per mile. (Please see Board Policy AP-6531-PVC, Item 5, which states "Travel by automobile shall be college-owned vehicles unless approved in advance by the Chief Business Officer.")
 - c. Cab fare, bus fare, subway, etc.
2. **Requisition for the conference** – The conference fees can usually be paid by check.
3. **Requisition for Any Credit Card items, vendor is Union bank** (Airfare, or anything that you cannot buy with a purchase order or check). For hotel accommodations, you must complete a credit card authorization form in order for your room to be paid.

Galaxy Travel Request Requisitions

Complete Travel Request Form making sure to fill out every box. For 2015 Rates are as follows: **.575 per mile; \$12.00 Breakfast; \$18.00 Lunch; \$36.00 Dinner.** In order to claim Breakfast you must leave before 7:00 a.m. In order to claim dinner you must arrive to campus later than 7:00 p.m.



Palo Verde College

TRAVEL REQUEST FORM

EMPLOYEE NAME: _____ TODAY'S DATE _____
 NAME OF ORGANIZATION _____ LOCATION _____
 DATES OF ATTENDANCE _____ BUDGET TO BE CHARGED _____

BRIEF EXPLANATION FOR TRAVEL:

FOR BUSINESS OFFICE USE ONLY:
 BUDGET: APPROVED _____ DENIED _____ DATE _____ INITIALS _____
 REASON _____ PO# _____ CC _____

REQUEST TO ATTEND (MUST BE COMPLETED PRIOR TO DEPARTURE)- Include all required documentation (Refer to *Travel Request Procedure*)

TRANSPORTATION:
 DISTRICT VAN A B 1 2
 RENTAL CAR \$ _____
 AIRFARE \$ _____
 PARKING FEES \$ _____
 OTHER \$ _____
 TRANSPORTATION TOTAL \$ 0.00

LODGING:
 NUMBER OF NIGHTS _____
 NIGHTLY ROOM RATE \$ _____
 LODGING TOTAL \$ 0.00

REGISTRATION FEE: \$ _____
 CASH ADVANCE \$ _____
(FOR PLANE, LODGING, AND/OR REGISTRATION FEES ONLY)
 TOTAL ESTIMATED REQUEST \$ 0.00

MEALS:

DATE	B	L	D	TOTAL
				0.00
				0.00
				0.00
				0.00
Meal Total				\$ <u>0.00</u>

EMPLOYEE'S SIGNATURE _____
 VICE PRESIDENT'S SIGNATURE _____
 PRESIDENT'S SIGNATURE _____

REIMBURSEMENT CLAIM (PLEASE COMPLETE AFTER TRAVEL)

TRANSPORTATION:
 DISTRICT VAN A B 1 2
 RENTAL CAR \$ _____
 AIRFARE \$ _____
 PARKING FEES \$ _____
 OTHER \$ _____
 TRANSPORTATION TOTAL \$ _____

LODGING:
 NUMBER OF NIGHTS _____
 NIGHTLY ROOM RATE \$ _____
 LODGING TOTAL \$ _____

OTHER EXPENSES: \$ _____
 REIMBURSEMENT TOTAL: \$ _____
 LESS CASH ADVANCE \$ _____
 NET CLAIM \$ _____

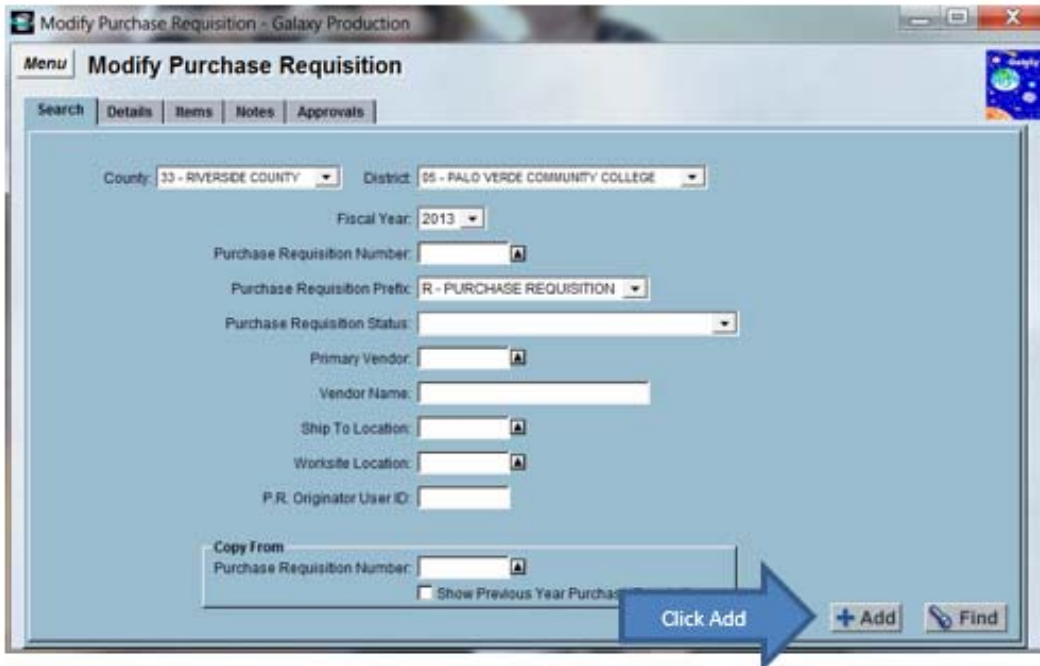
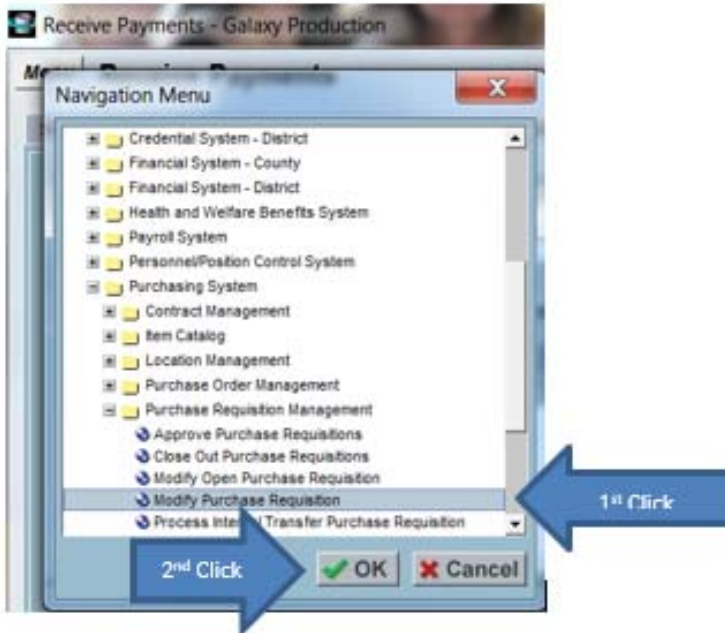
MEALS:

DATE	B	L	D	TOTAL
Meal Total				\$ _____

*I certify that the foregoing claim is a true and accurate account of expenses incurred by my attendance at the above meeting.
 EMPLOYEE'S SIGNATURE _____
 VICE PRESIDENT'S SIGNATURE _____
 PRESIDENT'S SIGNATURE _____

Galaxy Travel Request Requisitions

(Example of Employee Reimbursement Requisitions)



Galaxy Travel Request Requisitions

Modify Purchase Requisition - Galaxy Production

Menu **Modify Purchase Requisition**

Search Details Items Notes Approvals Cost Distribution

District: 05 - PALO VERDE COMMUNITY COLLEGE Fiscal Year: 2016 P.R. Number: R0000NEW

P.R. Type: N - NORMAL Date Due: 11/17/2015

P.R. Status: N - NEW (NOT SUBMITTED FOR APPROVAL) Vendor Name Search: STEPHANIE*

P.R. Amount: Multi Yr. P.R. Vendor Address: STEPHANIE SLAGAN

Category: TRAVEL **Should be travel** Vendor Address: 1

P.R. Requestor: Vendor Address: 1531 MESQUITE ROAD, BLYTHE, CA 92225 USA

Approval List: Vendor Phone Nbr: Fax Nbr:

P.R. Originator User ID: 161181 SLAGAN, STEPHANIE MARIE

Contact Phone Nbr: Tax Rate: 0.0800

Routing: BUSINESS SERVICES **Should be travel reimbursement**

Routing should be your department

Print Save Cancel

Modify Purchase Requisition - Galaxy Production

Menu **Modify Purchase Requisition**

Search Details Items Notes Approvals Cost Distribution

Vendor: STEPHANIE SLAGAN Fiscal Year: 2016 **Click Acct Distribution** Acct. Dist.

Show Description Edit Desc. Discount Amt: 0.00 Pct: 0.000000 Freight Amt: 0.00 Expand Close

Line Nbr.	P.R. Line Fiscal Year	Item Name	Description	Quantity	Unit Price	U/M	Amount	Discount	Discount Amount	Freight	Freight Amount	Tax
Total												

Add Line Add Acct. Add Fav. Dup Delete Save Cancel

Galaxy Travel Request Requisitions

Modify Purchase Requisition - Galaxy Production

Menu **Modify Purchase Requisition**

Search Details **Items** Notes Approvals Cost Distribution

Vendor: STEPHANIE SLAGAN

Show Description

Enter the Account Distribution Information

P.R. Number: R0000NEW

Fund	School	Resource	PY	Goal	Function	Object	Perce
11	BSV	0000	4	6720	0000	5220	1.000000
Total:							1.000000

Acct. Dist. View Expand Close

+ Add **Delete** **Save**

1ST Click Add 2nd add budget line(s) 3rd Click save

Add Line Add Acct. Add Fav. Dup Delete Save Cancel

Modify Purchase Requisition - Galaxy Production

Menu **Modify Purchase Requisition**

Search Details **Items** Notes Approvals Cost Distribution

Vendor: STEPHANIE SLAGAN Fiscal Year: 2016 P.R. Number: R0000NEW

Show Description Edit Desc. Discount Amt: 0.00 Pct: 0.000000 Freight Amt: 0.00

Acct. Dist. View Expand Close

Line Nbr.	P.R. Line Fiscal Year	Item Name	Description	Quantity	Unit Price	U/M	Amount	Discount	Discount Amount	Freight	Freight Amount	Tax
Total												

Add Line **Dup** **Delete** **Save** **Cancel**

Click Add

Galaxy Travel Request Requisitions

Modify Purchase Requisition - Galaxy Production

Modify Purchase Requisition

Add a P.R. Line Nbr.

Line Nbr. 0001 Item Name MILEAGE

Description

Quantity 50.00 Unit Price 0.575000 U/M EACH

Discount Freight Taxable

Delivery Instructions

Asset Location Code P.R. Line Fiscal Year: 2016

Save Cancel

Click Edit Description

For miles you would enter how many miles travelled and unit price would be .575

Modify Purchase Requisition - Galaxy Production

Modify Purchase Requisition

Vendor: UNION BANK - FIRST BANKCARD

✓ Show Description

Line Nbr. P.R. Line Fiscal Year Item Name

Edit the P.R. Line Description

This should be a description of what you are trying asking to be paid.

Mileage- you would list the dates of the conference, why you took your personal vehicle and who approved it.

Meal- date of meal, for example: "Breakfast for 1/21/2015 for CAPPO Conference".

Parking: Date and location of parking.

Save Cancel

Click Save

This should be a description of what you are asking to be paid for

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Modify Purchase Requisition - Galaxy Production

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Vendor: UNION BANK - FIRST BANKCARD

Show Description Edit Desc.

Line Nbr. P.R. Line Fiscal Year Item Name

Add a P.R. Line Nbr.

Line Nbr. 0003 Item Name MILEAGE

Description This should be a description of what you are purchasing

Quantity 50.00 Unit Price 0.575000

Discount Freight Taxable

Delivery Instructions

Asset Location Code P.R. Line Fiscal Year: 2016

Click save Save Cancel

Add Line Add Acct. Add Fav. Dup Delete Save Cancel

Make sure to un-check tax and freight

Click save

Modify Purchase Requisition - Galaxy Production

Menu **Modify Purchase Requisition**

Search Details **Items** Notes Approvals Cost Distribution

Vendor: STEPHANIE SLAGAN Fiscal Year: 2016 P.R. Number: R0000NEW

Show Description Edit Desc. Discount Amt: 0.00 Pct: 0.000000 Freight Amt: 0.00

View Expand Close

Line Nbr.	P.R. Line Fiscal Year	Item Name	Description	Quantity	Unit Price	U/M	Amount	Percent	Discount	Discount Amount	Freight	Freight Amount	Tax
0001	2016	MILEAGE	This should be a description of what you are purchasing	50.00	0.575	EACH	28.75	1.000000					
		Fund School Resource PY Goal Function Object		Amount	Percent								
		11 BSV 0000 4 6720 0000 5220		0.00	1.000000								
Total:				0.00	1.000000								
Total:							75			0.00		0.00	

Please note that the acct line auto populates

Add Line Add Acct. Add Fav. Dup Delete Save Cancel

Please note that the acct line auto populates

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Modify Purchase Requisition - Galaxy Production

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Search Details **Items** Notes

Vendor: STEPHANIE SLAGAN Fiscal Year: 2016 P.R. Number: R0000NEW Acct. Dist.

Show Description Edit Desc. Discount Amt: 0.00 Pct: 0.000000 Freight Amt: 0.00 View Expand Close

Line Nbr.	P.R. Line Fiscal Year	Item Name	Description	Quantity	Unit Price	U/M	Amount	Discount	Discount Amount	Freight		
0001	2016	MILEAGE	This should be a description of what your are	50.00	0.575	EACH	28.75	N	0.00	N		
		Fund	School	Resource	PY	Goal	Function	Object	Amount	Percent	Acct. Amount	
		11	BSV	0000	4	6720	0000	5220	0.00	1.000000	28.75	
									Total:	0.00	1.000000	28.75
0002	2016	PER DIEM	BREAKFAST FOR 1/21/2016	1.00	12.00	EACH	12.00	N	0.00	N		
		Fund	School	Resource	PY	Goal	Function	Object	Amount	Percent	Acct. Amount	
		11	BSV	0000	4	6720	0000	5220	0.00	1.000000	12.00	
									Total:	0.00	1.000000	12.00
0003	2016	PER DIEM	LUNCH FOR 1/21/2016	1.00	18.00	EACH	18.00	N	0.00	N		
		Fund	School	Resource	PY	Goal	Function	Object	Amount	Percent	Acct. Amount	
		11	BSV	0000	4	6720	0000	5220	0.00	1.000000	18.00	
									Total:	0.00	1.000000	18.00
0004	2016	PER DIEM	LUNCH FOR 1/21/2016	1.00	36.00	EACH	36.00	N	0.00	N		
		Fund	School	Resource	PY	Goal	Function	Object	Amount	Percent	Acct. Amount	
		11	BSV	0000	4	6720	0000	5220	0.00	1.000000	36.00	

Add Line Add Acct. Add Fav. Dup Delete Save Cancel

Once you are done adding lines, Click Notes

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Vendor: STEPHANIE SLAGAN Fiscal Year: 2016 P.R. Number: R0000NEW

Internal

External

The External note should have all of the information about your conference

The External Notes should have all of the information about the conference including the name of the conference, the dates, and what the conference is about. It should have the estimated time of departure from the college and the estimated time of arrival back to the college for reimbursement purposes.

Attach Attach

Once finished click Save

Save Cancel

Once finished, print out a copy of the requisitions and attached it to your travel. A copy will also need to go to the business office, attn.: Stephanie Slagan