TRAVEL AUTHORIZATION FORM INSTRUCTIONS

- **OUT OF DISTRICT TRAVEL** requires prior approval of the traveler’s budget manager and area administrator (i.e., Dean or Vice President, as appropriate).
- **OUT OF STATE TRAVEL** requires prior approval of the President.
- **FOREIGN TRAVEL** requires prior approval of the Governing Board.
- **FACULTY MEMBERS**: Arrangements for class coverage is required. Dismissing students to accommodate travel is not permitted. Class may be rescheduled for a specific date.

30-45 Days Prior to Travel:

- Complete a *Travel Authorization Form*. Include estimated costs and attach copies of all supporting material such as agendas, conference schedules, registration brochures, maps, etc.
  - To assist in making estimates, a link to the GSA Pier Diem spreadsheet has been added to the *Travel Authorization Form*.
- Estimates must be all inclusive as they constitute the limit of your authorized expenditures.
- Obtain authorization signature(s) as required.
- Submit original and one copy of signed *Travel Authorization Form* to the Business Office.
  - Keep a copy for your records.
  - If you do not receive a *Travel Expense Claim Form* from the Business Office approximately two (2) business weeks prior to the date of travel, contact the Business Office.
- Even if reimbursement for travel is not being requested, an approved *Travel Authorization Form* must be submitted to the Business Office.

Documentation Required:

- After you have submitted the completed and approved *Travel Authorization Form*, you will receive a *Travel Expense Claim Form* from the Business Office.
- Upon return from travel, complete the *Travel Expense Claim Form*.
- Document expenses by attaching ALL original receipts which have been secured with tape on full sheets of paper. Receipts attached in any other manner may result in non-payment. Provide the original receipts and one copy.
- Receipts for prepaid expenses must also be included (i.e., conference registration).
- Obtain authorizing signature(s) and submit to the Business Office within five (5) business days.
- Reimbursements are made for reasonable expenses UP TO the authorized estimated total amount only.
• If expenses exceed authorized estimate, special approval must be obtained as noted on the *Travel Expense Claim Form*.
• Accounts Payable will send a notice when your reimbursement check is available in the Cashier’s Office.
  ◊ The reimbursement check can be mailed to you if you provided a self-addressed, stamped envelope when the claim was submitted for payment.
TRAVEL ADVANCE CHECKS

At least ten (10) business days prior to travel:

If a Travel Advance Check is needed for transportation, lodging, meals, or registration, a minimum lead time of ten (10) business days is required.

Please submit the following to the Business Office:

- Approved Travel Authorization Form
- Approved Travel Advance Check Request with supporting materials attached
  - Keep copies for your records and for follow-up purposes, if necessary

✓ You will be notified when your Travel Advance Check is ready for pick up at the Cashier’s office.
✓ If you do not receive notification five (5) business days prior to the date of travel, contact the Business Office.
✓ If the Travel Advance Check exceeds your actual expenses, please submit a personal check for the excess amount with receipts and the Travel Expense Claim Form to the Business Office within fifteen (15) business days from the last day of travel.
PRIVATELY OWNED VEHICLES
- Prior to any travel, obtain mileage expense approval on a Travel Authorization Form. Attach a Yahoo or Google map showing the round trip mileage to and from your usual work area at the college, not your home address.
- Cost of using your personal vehicle must not exceed the cost of airfare.

MILEAGE REIMBURSEMENT
- Current rate as of January 1, 2015 is 0.575 cents per mile. This per mile reimbursement is set according to the current Internal Revenue Service rate and will change from time to time.
- Mileage is calculated to and from the traveler’s usual work site at Hartnell, not traveler’s home address.
- Cost of gas is included in mileage reimbursement when driving a private vehicle.

RENTAL VEHICLES
- If a rental car is the preferred mode of transportation, complete a Rental Vehicle Reservation Request and follow the instructions on the form.
- A receipt is required for reimbursement of gas purchased for a rental car.
- A mileage reimbursement claim cannot be submitted when a rental car is used.

AIRFARE
- The original ticket receipt is required.
- Fly economy class unless prior approval for another class of service was given (i.e., business or first class).

LODGING
- Obtain an itemized receipt showing all charges and payments.
- Only business related telephone calls and/or internet services charges are reimbursed and must be noted on receipt(s).
- Movies and/or mini-bar charges will not be reimbursed.

MEALS
- Original receipts are required.
- Multiple meals purchased on one receipt require the following: A note with receipt that includes the names of those whose meals were purchased, their relationship to the college, purpose of the meal, and dollar amount for each meal.
- Alcoholic beverages will not be reimbursed.
- A meal will not be reimbursed if an employee elected to purchase a meal in lieu of a meal included in the registration fee. (Exceptions include: Special dietary/vegetarian requirements; breakfasts other than Continental-type.)
OTHER EXPENSES & TIPS (OR GRATUITIES)

- Original receipts are required for all other expenses including methods of transportation such as street car, ferry, trolley, taxi, bus, bridge toll, gas, and parking.
- ALL tips or gratuities require an original receipt for reimbursement. Only reasonable and customary tips/gratuities will be reimbursed.

CREDIT CARD EXPENSE – LIMITED USE

- Original receipts for all purchases made with the Hartnell College credit card must be included on the Travel Expense Claim Form.

Note: For cost effectiveness, whenever possible, please hold all claims until the amount to be reimbursed is at least $10.00 (may be cumulative). Thank you.