



Out of District Travel:	Requires prior approval of Department Manager
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.

TRAVEL AUTHORIZATION INSTRUCTIONS

Documentation Required for Authorization Prior to travel:

30-45 days prior to travel:

- Complete a **Travel Authorization Form**. A [Travel Authorization Form](#) must be completed for all travel even when the travel is at no cost to the college as it is your request & authorization to be off-campus to attend the event.
- Attach cost estimates for each travel modality and attach copies of all supporting documentation. Estimates *must be all inclusive* as they constitute the limit of your authorized expenditures. Your documentation should include but is not limited to:
 - Event registration, date/s, agenda, schedule,
 - Google Maps/Driving Directions for any mileage being claimed,
 - Lodging,
 - Meal Allowance (See **Per Diem** link on Travel Authorization Form)
 - Other Anticipated Expenses – This includes parking, tolls, Uber/taxi charges, shuttle fees, ferry, bus fare.
- Obtain all authorized signatures as required.
- Submit your original Travel Authorization Form to the Business Office. Keep a copy for your records. Once received and assigned a Travel Authorization number, you will receive via email a Travel Expense Claim Form. If a Travel Expense Claim Form is not received, please contact the Business Office to verify the status of your Travel Authorization Form submission as the processing of the Travel Authorization is what would generate the Travel Expense Claim form to be emailed to you prior to your event.
- Be sure to request & submit itemized receipts for all out of pocket expenses to submit upon return for reimbursement.
- No changes are to be made to the Travel Authorization form after obtaining authorization. If dates of travel change or any of the financial details need to be amended, approval is required.

Documentation Required for Reimbursement Upon Return:

- Upon your return, complete the **Travel Expense Claim Form** and list all out of pocket expenses.
- Attach all receipts, pre-paid (i.e., conference registration) and out of pocket received while traveling. Tape small receipts to 8.5" x 11" paper.
- Obtain all authorized signature/s and submit to the Business Office within five (5) days.
- Reimbursements are made for reasonable expenses UP TO the authorized estimated total amount only. If expenses exceed the estimate, special approval must be obtained as noted on the Travel Expense Claim Form
- Accounts Payable will notify you via email when your reimbursement will be available for pick up in the Cashier's Office.



TRAVEL GUIDELINES

Driving Clearance

Personal Vehicle:

- Use of personal vehicles when traveling is discouraged as rental vehicles provide a significant cost savings to the college. However, in special circumstances (such as, but not limited to, ADA requirements) approval may be granted. When traveling a short distance from the college, roundtrip mileage reimbursement may be equal to or less than car rental. In those circumstances the employee may use the vehicle of their choice, personal or rental subject to [Mileage Reimbursement Guidelines](#) and driving clearance.
- It is your responsibility to verify you have driving clearance on file in the Business Office. To verify clearance, contact Julia Silveira in the Business Office at 755-6800.
- Driving clearance for personal vehicles requires:
 - A copy of your driver's license to receive clearance from the DMV and,
 - Proof of insurance.
- Submit a [mileage reimbursement form](#).

Driving Clearance

Rental Vehicle:

- The preferred car rental company of HARTNELL COLLEGE is **Enterprise**. CalTravel has allowed Hartnell to join the State of California's Enterprise contract which provides the college with additional benefits including cost savings.
- If renting a van from one of the two Salinas Enterprise locations, you should call first to confirm the size van/s you wish to rent is/are available.
- Salinas Enterprise location are:
 - 280 Mortensen Avenue, Street, Salinas, CA 93905
 - 1150 Auto Center Circle, Salinas, CA 93907
- Other Monterey County Enterprise locations may be found within Concur or online.
- To be eligible to rent a car, per the [Mileage Reimbursement Guidelines](#) you must verify you have driving clearance on file in the Business Office To verify clearance, contact Julia Silveira at 755-6800.
- Driving clearance for a rental vehicle requires:
 - A copy of your driver's license to receive clearance from the DMV.

Mileage Reimbursement

Personal Vehicle:

- CURRENT RATE as of January 1, 2019 is .58¢ per mile. The per mile reimbursement is set according to the current Internal Revenue Service rate and can fluctuate. If bookmarking a Travel Authorization Form, be sure to update your bookmark with the current years' form with the most current rate.
- Mileage is calculated to and from the traveler's Hartnell College campus address, **not** their home address.
- Cost of gas is included in mileage reimbursement when driving a private vehicle.
- To receive mileage reimbursement, complete a [mileage reimbursement form](#).

Mileage Reimbursement

Rental Vehicle:

- There is no mileage reimbursement when using a rental vehicle, however gas may be reimbursed.
- An original receipt is required for reimbursement of gas purchased for a rental car.
- Mileage reimbursement claim cannot be submitted if a rental car is being used.
- To receive mileage reimbursement, complete a [mileage reimbursement form](#).

Airfare

- All airfare should be booked through Concur to save costs to the District.
- All Airfare should be booked as Nonstop unless not available.
- Special Requests provided at additional cost to the District are not covered.
- All Airfare should be booked out of the local airport providing the greatest savings to the District. Those Airports are:
 - San Jose, CA - Norman Y. Mineta International Airport (Call Letters SJC)
 - San Francisco, CA - San Francisco International Airport (Call Letters SFO)
 - Monterey, CA - Monterey Regional Airport (Call Letters MRY)
 - Monterey Airport may now be selected as a departure airport. When seeking authorization, please provide the Supervisor authorizing the travel or the Budget Manager if applicable, with a cost comparison of departing from either San Jose International Airport or San Francisco International and include them in your Travel Authorization packet.

Travel To and From Nearby International and Regional Airports

- All travel to and from the airport should be reviewed via cost comparisons to determine the greatest savings to the District. Roundtrip transportation provided by Monterey Airbus or Uber should be utilized if lower than airport parking costs. Airport parking may be used if found to be at a lower cost to the District than use of the Monterey Airbus or Uber.

Lodging (When the Event/Venue Provides a Reduced Room Rate)

- Verify the reduced rate quoted is the lowest available by comparing it to rates on Concur.
- Prepare a [check request](#) with the supporting documentation for the lodging to be paid credit card.
- Once the check request has been approved:
 - Contact the Business Office to schedule a time to use the credit card. (The credit card may only be used within the Business Office).
 - Be prepared to call the hotel to book the room and request a **Credit Card Authorization**.
 - **Please Note:** If the credit card is not received immediately after booking, you must follow-up with the hotel until received.
 - Once received, immediately forward the authorization to Lucy Trafton via email. **Failure to complete this step will result in the hotel traveler paying out of pocket for the hotel.**

Lodging (When the Event/Venue Does Not Provide a Reduced Room Rate)

- When lodging is NOT included with the event, select the hotel closest to the event. Select at least a ★★★★★ hotel.
- After booking, locate the hotel phone number and ask them to email you a **Credit Card Authorization**. Follow up until received. Once received immediately forward to Lucy Trafton. **Failure to complete this step will result in the traveler paying out of pocket for the hotel.**

Meals

- Original, itemized receipts are required.

- Multiple meals purchased on one receipt require: Note with receipt that includes names of those whose meals were purchased, their relation 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: Special dietary or vegetarian requirements; breakfasts other than Continental-type.)
- ALL tips or gratuities require an original receipt for reimbursement. Only reasonable and customary tips/gratuities will be reimbursed.

Other Expenses

- Original, itemized receipts are required for all other expenses including transportation, street cars, ferry, trolley, taxi, bus fare, bridge toll, gas, and parking.

Booking Travel via Concur

- Hartnell College staff may **not** book their own travel and seek reimbursement.
- Travel should be booked (in Concur or when using the Hartnell credit card) by the support staff in the traveler's department. Support staff is linked in Concur to book travel for their staff.
- When funding for the travel is provided by another department or program, travel is still to be booked by the support staff in the traveler's department, not the department funding the travel.
- An approved Travel Authorization is required prior to booking any travel (in Concur or by credit card).

Use of the Controller's Credit Card

- It may only be used within the Business Office.
- The credit card may be used for booking lodging outside of Concur when reduced rates are offered for special events.
- Use of the card may be authorized once a check request for use of the credit card has been approved. Once approved, please contact [Lucy Trafton](#) by email or at 831-755-6737 to schedule an appointment.

Student Travel

- Student group/team travel is currently not booked through Concur.
- Please contact [Julie Silveira](#) by email or at 831-755-6800 for all upcoming student or group travel.