



<b>Out of District Travel:</b>	Requires prior approval of Department Manager
<b>Out of State Travel:</b>	Requires prior approval of the President
<b>Foreign Travel:</b>	Requires prior approval of the Governing Board
<b>Faculty Members:</b>	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 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 not received, please contact the Business Office to verify the status of your Travel Authorization Form submission.
- Be sure to request itemized receipts or all out of pocket expenses to submit upon return for reimbursement.
- No changes are to be made to the form after obtaining authorization.

### 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
- Submit the Travel Expense Claim Form and attached receipts to the Business Office.
- Accounts Payable will notify you via email when your reimbursement will be available for pick up in the Cashier's Office.



## **TRAVEL GUIDELINES**

### **Rental Vehicles**

- The preferred car rental company of HARTNELL COLLEGE is Enterprise. A rental car is generally preferred over mileage reimbursement on private cars as it is a savings to the District. To be eligible to rent a car, you must have driving clearance on file in the Business Office per the [Mileage Reimbursement Guidelines](#).

### **Privately Owned Vehicles**

- A rental car is generally the preferred mode of vehicle transportation, however in certain special circumstances (such as ADA requirements) and/or within certain distances from the college (where roundtrip mileage reimbursement would be equal to or less than car rental), an employee's personal vehicle may be used, all driving is subject to the [Mileage Reimbursement Guidelines](#).

### **Mileage Reimbursement**

- CURRENT RATE as of January 1, 2019 is .58¢ per mile. This 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.
- 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.
- 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.

### **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 at additional cost to the District are not covered.
- All Airfare should be booked out of the airport providing the greatest savings to the District.
- All travel to and from the airport should be reviewed to find the greatest cost savings to the District, keeping in mind roundtrip transportation provided by Monterey Airbus to avoid airport parking costs.

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

- Verify the rate quoted is the lowest by comparing it on Concur.
- Prepare a check request with the supporting documentation for the registration to be paid credit card.
- Request to use the credit card in the Business Office to book the room and **not** Concur.
- **Please Note:** 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 hotel traveler paying out of pocket for the hotel.**
- Please Remember: Use of the credit card rests with the controller and its use may be denied depending on circumstances.

## **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 hotel 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 no longer book their own travel. It should be booked by the support staff in the traveler's department via Concur. This remains the same if the funding for the travel is provided by another department or program.
- An approved Travel Authorization is required prior to booking travel on Concur.

## **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 group travel.