TRAVEL INSTRUCTIONS AND INFORMATION SHEET

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:

- Verify you have driving clearance. All employee/s driving on Hartnell business **must** first obtain driving clearance. DMV clearance can take up to 2 business days. Contact Julie Silveira (755-6800) in the Business Office (E-108) for assistance.
- 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 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 Julie Silveira in the Business Office. Keep a copy for your records. Once processed 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 shortly after submitting, you may wish to contact the Business Office to verify it was received. You will need the assigned authorization number in order to book travel in Concur.
- 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 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. Mount small receipts by taping them to an 8.5" x 11" paper.
- Obtain all authorized signature/s and submit to Lucy Trafton in 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 (Building B, Mon. – Thurs. 8:30 – 4:30, Fridays 9:00 – 1:00, 831-755-6998).

HARTNELLCOLLEGE **TRAVEL INSTRUCTIONS AND INFORMATION SHEET**

TRAVEL GUIDELINES

Driving Clearance

Personal Vehicle:

- To be eligible to use your personal vehicle for travel you must verify you have driving clearance on file in the Business Office. To verify clearance, contact Julie Silveira in the Business Office for assistance.
- It is your responsibility to verify you have driving clearance on file in the Business Office *prior* to the event. It can take up to 2 business days to receive DMV clearance.
- Driving clearance for personal vehicles requires:
  - A copy of your valid California driver's license to receive clearance from the DMV and,
  - Proof of insurance.
- Use of personal vehicles is discouraged as rental vehicles provide a significant cost savings to the District. In special circumstances such as, but not limited to, ADA requirements or traveling a short roundtrip distances that does not include airport parking, mileage reimbursement for a personal vehicle may be equal to or less than car rental and receive approval. In those qualifying circumstances the employee may use the vehicle of their choice, personal or rental subject to Mileage Reimbursement Guidelines and driving clearance. To verify if your event qualifies for use of your personal vehicle, please contact Julie Silveira or Lucy Trafton (755-6737) in the Business Office for assistance.

Driving Clearance

Rental Vehicle:

- To be eligible to rent a car you must verify you have driving clearance on file in the Business Office. To verify clearance, contact Julie Silveira in the Business Office for assistance.
- It is your responsibility to verify you have driving clearance on file in the Business Office *prior* to the event. It can take up to 2 business days to receive DMV clearance.
- Driving clearance for a rental vehicle requires:
  - A copy of your valid California driver's license to receive clearance from the DMV.
- The preferred car rental company of HARTNELLCOLLEGE is **Enterprise** as Hartnell has entered into the State of California's Enterprise contract providing additional benefits and cost savings to the District.
- If renting a van/s 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.
- Enterprise locations in Salinas 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.

Mileage Reimbursement

Personal Vehicle:

- CURRENT RATE of reimbursement 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 each year to have a form with the most current rate.
- Mileage is calculated to and from the traveler's Hartnell College campus address, **not** their home address.
- Mileage reimbursement includes the cost of gas when driving a private vehicle.

- Attach a Google Map indicating mileage from your Hartnell campus to your final destination.
- Submit a completed mileage reimbursement form for mileage reimbursement alone or include on the Travel Expense claim form if associated with authorized travel.
- Attach a Google Map indicating mileage from your Hartnell campus to your final destination.

Gas Reimbursement

Rental Vehicle:

- There is no *mileage* reimbursement when using a rental vehicle, however gas costs are reimbursable.
- Original, itemized receipts are required for reimbursement of gas purchased for a rental car.
- Mileage reimbursement claims in lieu of itemized gas receipts will not be accepted.

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 Services or Requests provided at additional cost/s 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 SJC or SFO 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, Book Room/s Outside of Concur)

- Prepare a credit card request form. Attach to the request:
  - The supporting documentation for the lodging and,
  - A copy of the budget funding the travel.
- Upon approval of the check request for credit card:
  - Contact the Business Office to schedule a time to use the credit card. The credit card may only be used within the Business Office.
  - Call the hotel (Call the direct number for the hotel, **not** the chain's national reservations number) to:
    - Book the room and,
    - Request a **Credit Card Authorization**. It is the responsibility of the person booking travel to ensure receipt of the credit card authorization for the traveler. ***Failure to complete this step will result in our employee paying out of pocket for the cost of the hotel.***
    - If the credit card is not received immediately after booking, you must follow-up frequently with the hotel until received. If not received within 48 hours notify Julie Silveira or Lucy Trafton in the Business Office.
    - Once received, immediately forward the authorization to Julie Silveira or Lucy Trafton via email.

Lodging (When the Event/Venue Does Not Provide a Reduced Room Rate Book Room/s in Concur)

- 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 or Julie Silveira. **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 employees may **not** book their own travel and seek reimbursement.
- An approved Travel Authorization is required prior to booking any travel (in Concur or by credit card).
- Travel should be booked (in Concur or when using the Hartnell credit card) by the support staff in the traveler's department. Support staff are 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 within the traveler's department, not the department funding the travel.

Use of the Controller's Credit Card

- May only be used within the Business Office.
- May be used for booking lodging outside of Concur when reduced rates are offered for special events.
- 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/Group Travel

- Student groups/team travel is currently not booked through Concur.
- Please contact Julie Silveira for all upcoming student or group travel.