

Grossmont-Cuyamaca Community College District

TRAVEL QUICK REFERENCE SHEET

- Travel Advance:* for co-curricular and athletic programs where employees escort students. See TR2/Travel Advances for Athletics and Co-curricular Activities.
- Check Request:* for travel prepayments on lodging, airfare, or conference registration. See AC1/Purchasing and Reimbursements.
- Off Campus Activity Request:* required for all travel except routine, calendared, local, official and one day or less events/business. "Local" is defined as within San Diego County. Annual forms may be submitted for regularly scheduled out of county meetings. Not required for Governing Board members or the Chancellor.

EXPENSES

Reimbursable

- Official travel
- Personal vehicle mileage
- Registration fees
- Lodging and meals
- Official phone/FAX charges
- Minor supplies, postage, reproduction
- Porter or incidentals to \$15/day

Non-Reimbursable

- Leisure tours or personal side trips
- Traffic or parking citations
- Individual Membership dues and fees
- Personal phone charges
- Entertainment

RECEIPTS

Required for:

- Lodging
- Conference Registration
- Car storage/parking
- Primary travel method (air, train)
- Meals: for self, when paying for groups, and/or when paying for non-employees

Not Required for:

- Miscellaneous expenses up to \$15/day
- Taxi/ferry/public transportation
- Telephone/FAX charges

Expense Claim Processing

1. Off Campus Activity Request submitted (prior to travel) through supervisor and approved by President/Vice Chancellor. Forwarded to Business Office.
2. Site Business Office sends appropriate expense claim forms to the traveler.
3. Travel expense forms submitted through supervisor to site Business Office.
4. Site Business Officer approves payment and forwards to Accounting for payment processing.