

Designated Travel Request Guidelines

All district travel must be approved in advance and funds available in budget
All forms are located on the portal below, scroll down to travel and entertainment

<https://portal.hancockcollege.edu/pages/businessfinance>

Completed forms must be original and submitted to Business Services at least two weeks prior to activity

Designated Travel Request's must include:

- Name, employee ID number and signature of traveler (For student travel, student needs to be noted and their student ID number indicated)
- Department and purpose of travel
- Destination: Area allowed to travel within for open DTR's, and location for specific DTR's
- Range of travel dates i.e. (7/1/XX-6/30/XX)
- Signature of Department Head/Supervisor and Supervising Administrator
- Signature of Cabinet-level Administrator (VP) – unless there are changes to the Board Policy
- Total estimated cost and FOAP – dollar amount for each FOAP must be indicated if using more than one FOAP
- Submit to Business Services at least 15 business days before travel date
- Out-of-state travel requires signature of President – out-of-state travel for President and students requires Board approval
- Out-of-country travel requires Board Approval
- District FOAP – Budget Analyst, Mark Norton, needs to initial. Grants/Categorical budget codes - need initials of Abraham Gonzalez or Jamie Zamudio
- Use of Professional Development funds must be authorized – contact your groups Professional Development Chair for forms, FOAP and authorized signature(s)

Advance Payments

A cash advance of 80% may be requested when the total amount of meals and/or mileage expense exceeds \$100. All advance pre-payments such as cash advances, registration and/or lodging, must be requested individually on a "Check Request" form, signed by the requester. The form needs to include the vendor name, vendor number, remittance address, dollar amount, confirmation/registration ID number, name of employee payment is being requested for, back up documentation, MapQuest or google maps for mileage claims, to be included with the original DTR.

Please note: Payment deadlines must be clearly noted on the check request

****Request for advance payment of student meals must be accompanied with a list of tentative students' names****

Reconciliation of travel expenses

A completed "District Travel Expense Claim Voucher" must be signed by the applicant and submitted to the Business Services Office no later than 30 days upon returning from trip, whether or not a reimbursement is due to the traveler.

Items to include with expense claim voucher:

- Proof of Attendance is an audit requirement, i.e. name badge, conference program/agenda, hand-out or pictures at the event
- Itemized hotel bill/receipt for lodging, even if pre-paid by the District
- The return of a District issued check that was not used or accepted by the hotel
- Boarding passes for air travel
- Receipt for airfare or train if paid by traveler
- Receipts for baggage, parking, taxi/shuttle
- Receipts for gas if using a rental car (N/A if claiming mileage)

- Car or Bus rental agreement, including PO/PR number
- Receipt for registration
- Printout from GSA with per diem rates for county/state traveled to
- Student sign in sheet for student related expenses

Professional Development – Any changes to dollar amounts on travels funded by professional development need to be approved by them as well.

Search for Professional Development in my Hancock for your particular group and follow their guidelines