

GROSSMONT COLLEGE TRAVEL MEMO

Attendance at Off-Campus Activity

An employee requesting travel related to district/college business shall complete the [Off-Campus/ Virtual Attendance Request Form](#) at least four (4) weeks in advance of the pre-registration. The form must be fully **approved** before requesting payment for lodging, conference registration, and/or airfare.

Employees are **NOT** authorized to book their own travel.

Reimbursements for Hotels, Flights and Conferences are **NOT** authorized.

Cancellations and travel updates must be processed by the travel coordinator. Travelers are required to contact their travel coordinator to process all changes in advance.

Third party travel sites are to be avoided. Direct booking is preferred.

Reference Travel and Conference Expenses TR1 for additional policy and procedures.

Business Services will process ALL Travel

- Travel Coordinator: Business Services Grossmont.BCS@gcccd.edu (619) 644-7134
- **Exceptions:**
 - Admin assistants may book travel for their Direct Manager ONLY. A fully approved Off-Campus form is required PRIOR to booking travel.
 - Athletics Administration Assistant and Dean may process student athlete travel accommodations.

Submission of completed request form including all pertinent documents, such as agendas and proper documentation, shall be reviewed and approved by:

1. Department Manager
2. Site Business Office
3. President Vice Chancellor/ Chancellor (International Travel Only)
4. Requestor receives fully approved form from Site Business Office

Best practices regarding travel forms are as follows:

- For out-of-town travel, a separate form is required for each traveler.
- For local travel, multiple travelers may be listed on a single form (no hotel or airfare).
- For activities such as speech and debate or similar events, one form may be submitted for the group if expenses are limited to entry fees only (no hotel or airfare).