

CUYAMACA COLLEGE

Off-Campus Activity Check List

Refer to the GCCCD Operating Procedure for Travel Expense (TR1)*

When submitting an Off-Campus Activity Request Form:

- Attach back-up documentation (activity flier/invitation (include dates, location, etc.))
- Detail what you are requesting the college prepay and/or reservations you would like made on your behalf. Estimate the Cost of the following. You want to overestimate as a whole number. IF your reimbursements total is more than the estimated amount you **WILL NOT** be reimbursed for the additional expense. This is the amount that the college has set aside to fund your event.

ESTIMATED COSTS

LODGING: Include hotel information: (include pricing)

Note: Hotel stays are based on the over-night stays required to attend the activity. *When checking out get your receipt or hotel folio even if college prepaid. Please send your receipt to Business Services.*

- *Same State:* if the activity begins at 10a or later in the day an overnight stay at the hotel may not be authorized for the night before the activity begins
- *Out of State:* Hotel accommodations would be approved for the night prior to the activity start date

MEALS: maximum of \$55.00 per day (For example: \$10 for Breakfast, \$15 for Lunch & \$30 for Dinner – **unless meals are provided by activity**)

TRANSPORTATION (report on Travel Memo) **Provide Gender**

Airfare: preferred departure and arrival (include flight numbers & times)

Airport rates will be determined by the lowest rates possible (ex: Wanna Get Away on Southwest Airlines), factoring in a reasonable departure flight time

Mileage: MapQuest for mileage (from College to airport and return or, College to activity site and return)

REGISTRATION (Include cost of registering for event). If already registered, provide confirmation #.

OTHER:

Parking/Shuttle fees:

- Baggage Fees
- Airport economy lots (if you leave your car at the airport while at the activity)
- Day parking permit fees at activity if you drove
- Shuttle/Cabs/Uber/Lyft

Incidentals: account for \$5 per day (minor supplies, reproduction costs, etc.)

TOTAL AMOUNT REQUESTED: (up to this amount reimbursed to you)

- Travel Memo: include with your submittal
- Keycode (Smart Key): The Dean that oversees the budget will need to approve the budget expense

Reimbursements Requests for Off-Campus Activities (One Expense Report per Activity):+

- **Non-Reimbursable Items:***
 - Alcohol
 - Meal receipts that are not itemized; amounts over the \$55 per day; meals provided by the activity
 - Valet parking, non-economy parking lots at the airport
 - Priority boarding fees, business select tickets, changing reservations that result in increased costs
- **Submitting Reimbursements through Workday:**
 - Submit requests within 30-days of travel
 - Scan/Take Photo of receipts separately or group “like” items by date (ex: food receipts)
 - *Optional:* Include scan of Off Campus Activity (OCA) to upload with Workday reimbursement

Workday Note: when entering expense reports for reimbursement complete the following notes:

- (1) Business Purpose;
- (2) Memo Section (name of activity); and
- (3) One Expense Report per Activity

Caution: the default code will be the department budget (smart key), so you will need to change it to the budget that is covered for the travel

*Found under Computer Folder List: Apps2(\\G20)(M:)Public\Operating Procedures\Travel\TR1 Travel Expense.doc

+multiple receipts can be uploaded into the file for the same activity

IMPORTANT NOTES:

Work through your Dean's office for Off-Campus Activity Requests

- Your Dean will need to approve the travel and any substitutes
- When traveling during class time, be sure and discuss with Dean for substitute
- **DO NOT** make any travel arrangements until the Off-Campus Activity has been approved by the Administration and you received notification of such

Submit the [Request for Attendance Off-Campus Activity Request Form](#) early enough to benefit from any early-bird pricing discounts (registration, hotel pricing or limited rooms, etc.). Late request will likely not be approved