



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

Travel Request Policy Frequently Asked Questions

1. What form is required for travel?
 - A. Please use the "Request for Attendance at Off Campus Activity" form (located on Forms Depot – <http://www.gcccd.edu/formsdepot>)
2. Under what circumstances do I need to complete a travel request form?
 - A. If you have travel expenses which include:
 1. Travel expenses paid with District funds (including both Unrestricted and Restricted funding sources)
 2. Substitute coverage
 3. When travel is during paid District time
 - B. Whenever you are traveling with students
 - C. Whenever you are traveling as a representative of the District, Grossmont College, or Cuyamaca College
3. Under what circumstance do I **not** have to complete a travel request form?
 - A. When traveling on non-District time and not representing the District in any capacity (e.g., simply attending a conference, but not presenting on behalf of the District or publicizing your District status)
 - B. Routine travel (such as regularly scheduled meetings) within the county of San Diego or going between Grossmont College, Cuyamaca College and District offices
4. Why do I need to submit a request even if I am not requesting any direct expenses from the District?
 - A. There are several reasons, including:
 1. Approval to be away from your regular duties
 2. Liability accident insurance to ensure District coverage
 3. Scheduling and/or cost of a substitute
 4. For the District to maintain a record of what state and other activities include District representatives
 5. Potential cost savings to the District in coordinating representatives
5. During severe budget times, only critical travel will be approved. What are the criteria that will be used to determine if travel is critical?
 - A. The detrimental impact to the college/District of not attending
 - B. The essential or required programmatic needs or the requirement for state representation
 - C. The mandatory nature as part of your job or the requirement to maintain your licensure or certification. You **MUST** be specific and complete the section on the form marked *Professional Value*. If this section is not complete and specific, the form will be returned.

Please ensure your response in the *Professional Value* section clearly addresses the three criteria listed above.

6. What is the timeline for submitting the travel request form?
 - A. You should submit your completed travel form a **minimum** of 2 weeks before the date you are scheduled to travel, or a **minimum** of 2 weeks before the date you will need funding (whichever is earliest), **or risk your travel request not being approved in time for your travel.**
 - B. **Incomplete or inaccurate forms will be returned and will delay the final approval of your request.**

7. Can I start booking my travel once I submit the form?
 - A. **NO.** Do not book or commit any funds until you have received confirmation that your travel request has been approved.
 - B. Making travel arrangements or committing funds before your request is approved may result in non-reimbursable out-of-pocket expenses to you.

8. Where do I submit my completed form?
 - A. All forms, including committee generated requests, should be submitted to your immediate supervisor or dean.
 - B. Approved requests will then be routed to the next appropriate senior manager or Vice President.
 - C. Final approval will be given by the College President or Vice Chancellor.

9. How do I know my travel was approved?
 - A. The Business office will notify you. Once approved, you can begin processing travel pre-payments and reimbursements for later travel.

For more information, please refer to the District travel procedures TR1.