

DISTRICT TRAVEL MEMO

Attendance at Off-Campus Activity

An employee requesting to travel related to district/college business shall complete the *Off-Campus/ Virtual Attendance Request Form* at least 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.

District Business Services including Information Technology and Educational Support Services

- Travel is booked by the Executive Assistant of the Vice Chancellor – Business Services
 - Information Technology Administrative Assistant IV assists when necessary.
- *Exceptions:* Admin assistants may book travel for their Direct Manager **ONLY** after the Off-Campus form is fully approved.

Chancellor's Office and Governing Board

- Travel is booked by the Administrative Director to the Chancellor
- Site Business Office for final signature

Personnel Commission

- Necessary travel arrangements may be processed by the Executive Director **AFTER** the Off-Campus form is fully approved. This exception is due to no personnel commission administrative assistant position.
- Chancellor Approves Form

Human Resources

- Travel is booked by the Executive Assistant of the Vice Chancellor – Human Resource
- Vice Chancellor Approves Form

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. Vice Chancellor
4. Chancellor (International Travel Only)
5. Requestor receives fully approved form from Site Business Office