SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Business and Financial Affairs Operating Procedures
Travel

Scope

This procedure documents how employees can request authority to travel and an approved budget. It summarizes the Administrative Procedure (AP 7400) that details allowable costs and the availability of prepayments and advances. The steps also include how to submit a Travel Claim following the completion of travel.

Responsibilities

It is the responsibility of each staff or faculty member to plan travel and obtain documented approval prior to the beginning of travel.

Process for Requesting Travel Authority

Responsibility	Action
Staff or Faculty member requesting Travel	1. Complete the Travel Authorization & Claim form, available on the BFA/Finance web page. 2. Include travel details and estimated costs. 3. Include requested budget # and use Travel Object Code 55220. 4. Submit at least 2 weeks prior to beginning of travel. 5. The following is a summary of allowable expenses, pre-payments, and advances. See AP 7400 for additional details. Reimbursable Official travel (air/train/taxi/rideshare) Personal vehicle mileage Parking fees/tolls Registration fees Lodging Rental vehicle – if specifically approved Meals & Incidentals (per GSA rates) Flat Per Diem based on City & State 1st & last day of travel – use 75% rate noted on the GSA site If travel is one-day only, use 75% rate and multiply by one Adjust for meals provided – use rates noted on GSA site No receipts required Includes Incidentals/Tips on Meals, Taxi, etc. Attach a pdf file of the GSA rates for your city of travel (on the GSA site, click print, for destination select pdf and save to your desktop) Non-Reimbursable Leisure tours or personal side trips Traffic or parking citations Individual Membership dues Alcoholic beverages Entertainment Travel Advance available for Personal vehicle mileage Meals & Incidentals Per Diem Prepayments available for: Airfare Conference Registration Lodging *Documentation must include details. Reimbursements can be processed*

	for paid receipts only. 6. Forward to your specific Supervisor (VP, Dean, Director or Supervisor for review and approval).
Dean/Director/Supervisor	1. Review requested travel details. 2. Review the estimated costs and budget #. Consider if the travel is an allowable and appropriate use of the identified funds. 3. Check for availability of funds in the identified budget #. Confirm the budget # is using the Travel Object Code 55220. 4. Sign approval or return to requestor with an explanation. 5. If approved, forward to Vice President (if Supervisor is VP or President, return to traveler).
Vice President	1. Review requested travel details including budget amount and account #. 2. Sign approval or return to Dean, Director or Supervisor. 3. If approved, forward to Traveler. Note – This completes the VP's steps. It will only be routed back to the VP if the actual travel costs exceed budget, and an increase is requested.
Traveler – pre travel	1. Make travel arrangements. 2. Request pre-payments (via ESM or credit card) and/or request a travel advance for Mileage and/or M&IE Per Diem (via ESM). 3. Attach an approved copy of your Travel Claim form and a copy of the GSA M&IE rate for the specific city you are using to any pre-payment or travel advance requests.
Traveler	1. Maintain all receipts during travel (excluding meals & incidentals, which are not required). 2. Upon return, complete the actual expense portion of the Travel Claim within 10 business days. Attach receipts and GSA Per Diem rate sheet. Note all expenses including any already paid by the District or advances. The total will auto calculate and will note that same total in *Summary of Expenses* section. 3. Complete the lower right section *Summary of Expenses* noting any District ESM payments, District credit card charges or advances. The resulting calculation will be a total due to the employee or due to District. 4. Forward to your Supervisor for review and final record of your travel. 5. If there is a total due to employee, submit via ESM, attaching the final claim, all receipts (excluding meals), and the GSA MI&E rate reference. 6. The Final Travel Claim Form must be reviewed & approved by your Supervisor following the travel and attached to ESM request. See BFA Operating Procedure – Travel & Mileage ESM Process.
Dean/Director/Supervisor	1. Review all details, approve, then maintain records in office as support for Department travel.

SWC Policy & Administrative Procedures References:

BP/AP 7400 Travel

BP/AP 6250 Budget Management
BFA OP – Mileage
BFA OP – Travel & Mileage ESM Process

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Reviewed & Approved by VP BFA _____