

Out of District Travel:
Out of State Travel:
Foreign Travel:
Faculty Members:



TRAVEL GUI DELI NES HARTNELLCOLLEGE Travel Guidelines

Plan Ahead 30-45 Days Prior to Travel:

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	requires _ in advance of the travel date Travel Authorization Form						
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Note: Airport parking costs are not an authorized expense.							
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Human Resources



Driving Clearance



not covered and include:

- Excess baggage feesUpgraded Seating

0

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Credit Card Authorization

Failure to complete this step will result in the traveler paying out of pocket for the cost of the hotel.

