



Requires prior approval of Department Manager
Requires prior approval of the President
Requires prior approval of the Governing Board
Arrangements for class coverage is required. Dismissing students to accommodate travel is not permitted. Class may be rescheduled for a specific date.

Event Registration for employees/faculty must be done outside of Concur. For students, please refer to [Field Trips](#). Use Object Code for travel.

No [Travel Authorization Form](#) is required; however, your supervisor may require one be completed.

Upon approval, registration should be made by the departmental assistant or attendee if you are able to do so without making payment. If payment is required at the time of registration, please see below.

Event registration that may be paid by check requires a [Check Request](#) form, (unless the vendor specifically excludes payment by check).

Indicate in notes "Virtual Event". After preparing the check request, attach:

- o A copy of the budget financing the travel and,
- o A copy of the signed Travel Authorization,
If no Travel Authorization, document in notes "Virtual event, No TA"
- o Submi5 9.7 2l.7 qttach:



FORTRESS COLLEGE



Personal Vehicle

Employees/faculty must seek driving clearance on behalf of the District as per our [Mileage Reimbursement Guidelines](#) to be eligible to request mileage reimbursement. Clearance sought after the fact may not be reimbursable.

Driving clearance is processed by the Business Office. It must be sought in advance of driving on behalf of the District and can take up to 3 business days to receive DMV clearance.

It is the responsibility of the traveler to confirm they have clearance on file with the Business Office prior to their event and to provide the documentation required to receive clearance.

Driving clearance for personal vehicles requires submission



Rental Vehicle

Enterprise is the contracted car rental agent for HARTNELL COLLEGE and are preferred as they



FORTRESS COLLEGE



(When the Event/Venue Provides a Reduced Room Rate, Book Room/s of Concur)

Contact the hotel using the phone number of the property, (not the chain's national reservations number).

- o Verify room availability for the travel dates.
- o If rooms are available ask if they can hold the room without a credit card pending receipt of the credit card authorization form.

If yes,

- Book the room pending receipt of the credit card authorization,
- Ask for the total cost including fees and taxes,
- Ask them to send you the credit card authorization form,
- Move on to prepare a credit card request form below.

If no,

- Obtain as accurate an estimate of cost as you can, including taxes and fees for the length of time the traveler will be there. Use this estimate in preparing your credit card request form.

Prepare a credit card request form. Attach the following:

- o Documentation which may include the event email invitation, schedule, or agenda,
- o A copy of the budget funding the travel,
- o A copy of the signed Travel Authorization,
- o Supporting documentation for the lodging.

Submit your completed credit card request packet (the form and all supporting documentation) via Adobe Sign for signature to:

- o Traveler's supervisor (signature)
- o Budget manager (signature, if applicable)
- o Lucy Trafton and Julia Silveira (cc only)

Upon approval of the credit card request:

- o Contact the Business Office to request a credit card used within the Business Office.
- o Book the room and after booking, ask them to email you a if not previously received.

It is the responsibility of the person booking travel to ensure receipt of the credit card authorization for the traveler and to **follow up until received**.

Once the credit card authorization is received, forward it to Lucy Trafton and Julia Silveira to process for direct payment.

If the credit card authorization is not received immediately after booking, follow-up with the hotel until received. (If not received by the end of the day, notify Lucy Trafton and Julia Silveira in the Business Office and provide them with the hotel's phone number).



Original, itemized receipts are required for other expenses including transportation, street cars, ferry, trolley, taxi, bus fare, bridge toll, gas, and hotel parking. Please note, as indicated above in Airfare,

Complete the _____ when submitting for reimbursement of all out of pocket expenses. Attach all itemized receipts, mounting small receipts securely to an 8.5" x 11" paper and taping all corners.

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