

SOUTHWESTERN COMMUNITY COLLEGE	BUSINESS SERVICES TRAVEL REIMBURSEMENT	Procedure 7.03.02.01
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1. Travel forms, available on the College's network, are to be used as outlined below:
 - a. For overnight and/or out-of-state travel, a TRAVEL REQUEST FORM must be executed at least seven days before the effective date of the request. Signatures of approval must be obtained from supervisor(s) before being forwarded to the appropriate Vice Presidents for final approval. Approval for Vice Presidents, and others reporting directly to the President, is by the President.
 - b. In addition to the in-house travel request form, a state authorization form is required for out-of-state travel or for unusual expenses, i.e., excess registration fee or subsistence charges. This approval is from the college President or designee and these forms must be given to the Accounting Technician - Payables for processing at least two weeks prior to the date of travel.
 - c. For travel within the local service area, where there is no subsistence reimbursement to be made, a DAILY LOG FOR LOCAL TRAVEL is used.
2. Travel reimbursement requests are due in the Business Office by the end of the month following the month in which the travel was incurred. These requests are to be electronically generated or printed neatly. The justification of a travel reimbursement request is the responsibility of the individual making the request.
3. Any travel reimbursement requests found to have discrepancies will be returned to the claimant and may be resubmitted for payment the following month.
4. Travel reimbursement requests will be paid within 30 days of receipt of completed requests, subject to availability of funding.

Cross Reference: 7.03.02 – Travel Reimbursement

Adopted: October 2004

Revised: April 22, 2014