

Employee & Student Travel Guidelines

- Process additionally requires “Out of State Student Travel Authorization Form” and Board Approval when leaving state.

Student Travel (Advance) Process – Action Steps (District Payment Processing – Gen Fund 10100 Expense)

1. **Plan** Travel Expenditures (Air Fare, Hotel, Car Rental, Taxi, Meals per diem)
2. **Review** cost center and line item budget to determine available funding (G/L 561200,589000)
3. **Submit** Invitation of event with dept head approval – to clarify travel arrangements
4. **Contact** Travel Exchange(District Agency) Bill - (323) 848-8022
5. **Encumber** funds through (Business Office – Hasmik Manucharyan, ext. 2183)
6. Submit “District” **Student Travel Advance** Form (<http://sap.laccd.edu/sap/forms/>)
7. Submit “District” **Student Travel Expense** Form (<http://sap.laccd.edu/sap/forms/>)
8. Submit “actual” **vendor** receipts
 - Reference Doc – District process flow diagram (http://albacore.laccd.edu/research-flowcharts/AC_Student_Travel_Advance_map.pdf)

Conference Attendance Request Process (District Payment Processing – Gen Fund 10100 Expense)

1. Complete Conference or Activity Attendance form (http://www.laccd.edu/faculty_staff/extranet2/forms.htm)
2. **Review** cost center and line item budget to determine available funding (G/L 586100)
3. **Submit** Invitation of event with dept head initialed approval – to clarify travel arrangements
 - a. **Contact** Travel Exchange(District Agency) Bill - (323) 848-8022
4. **Submit** completed packet to Presidents Office for final approval.
5. **Encumber** funds through (Business Office – Susana Abramian, ext. 2175)
6. Submit “District” Conference or Activity Attendance Form (Located under Staff & Organizational Dev Office) (<http://adminsacs.lacitycollege.edu/personnel/index.html>)
7. Submit “actual” **vendor** receipts along **with** Travel Expense Claim Form (same as prior link)
 - Reference Doc – District process flow diagram (http://albacore.laccd.edu/research-flowcharts/AC_Conference_Attendance_Request_map.pdf)

Student/Faculty Travel or Conference Request Process (LACC Fund D Payment Processing –Trust Fund Expense)

1. **Plan** Travel Expenditures (Air Fare, Hotel, Car Rental, Taxi, Meals per diem)
2. **Review** Fund D Account to determine available funding. (Campus Trust)
3. **Submit** Invitation of event with dept head initialed approval – to clarify travel arrangement (Bus Office – David Norman only)
4. **Contact** Travel Exchange(District Agency) Bill - (323) 848-8022
5. Submit “District” **Student Travel Advance** Form (<http://sap.laccd.edu/sap/forms/>) (David Norman, ext. 2184)
6. Submit “actual” **vendor** receipts. **ORIGINALS PREFERRED** (David Norman)