



Employee Travel Procedures

Antelope Valley Community College District

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Business Services Area

September 10, 2013



Employee Travel Procedures

∞ Continuous Process Improvement

- Part of our continuous process improvement is to review existing travel procedures and find ways to:
 - Reduce paper
 - Reduce duplication of effort
 - reduce timelines
 - Find a way to encumber travel obligations



Current Employee Travel Procedures

- ∞ Complete a Trip Request and obtain Dean/Director, Program Coordinator (for categoricals only), and VP's signature.
- ∞ Complete a Purchase Requisition for EACH item not to be reimbursed and obtain Dean/Director, Program Coordinator (for categoricals only), and VP's signature if over \$1,000. For example:
 - Requisition for Conference Fee
 - Requisition for Hotel
 - Requisition for Airfare
 - Requisition for Car Rental
 - Etc.
- ∞ Complete a Occupancy Tax Waiver form for Hotel's in CA
- ∞ Complete a Travel Reimbursement Form after trip for reimbursable items and obtain Dean/Director, Program Coordinator (for categoricals only), and VP's signature on Trip Request



New Employee Travel Procedures

Effective October 1, 2013

- ∞ Complete a Trip Request and obtain Dean/Director, Program Coordinator (for categoricals only), and VP's signature/approval
- ∞ Complete a Booking Information Form for applicable items¹
- ∞ Complete a Occupancy Tax Waiver form for Hotel's in CA

Submit the Trip Request Form, Booking Information Form, & Occupancy Tax Waiver Form to the Purchasing Department for Processing. Once received, your Trip Request and additional forms will be budget checked, the expenses will be encumbered, and the travel will be booked.

- ∞ Complete a Travel Reimbursement Form after trip for reimbursable items²

¹The Booking Information form is replacing all the Purchase Requisitions that used to be required.

²The Reimbursement form will only need to be signed by the Dean/Director and Program Coordinator if the total of all travel expenses is 10% or greater than the total amount listed on the Trip Request Form. The VP's signature/approval is not required for the Reimbursement Form.



Trip Request & Occupancy Tax Waiver Form

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

TRIP REQUEST

PO # _____

Approval must be received by the Dean/Director, Program Coordinator (if applicable) & Vice President prior to booking any travel reservations. Attach a completed Booking Information Form for applicable expenses and an Occupancy Tax Waiver form if you are booking lodging in California. Please visit the Travel website for more information regarding travel processes and procedures, <http://www.avc.edu/administration/busserv/travel.html>. Purchase Requisitions are NOT required for Employee travel.

Person Taking Trip: _____	Date(s) of Trip: _____
Destination: _____	Departure Time: _____
Purpose of Trip: _____	Return Time: _____
Trip Justification Statement: _____	
Others Taking Trip: _____	
Title of Class (for Field Trips): _____	# of Students: _____

Transportation: ☐ District Vehicle Vehicle Assigned: _____ Disabled Vehicle Requested: ☐ Y ☐ N
☐ Personal Vehicle (initial below)

 (Initials)
 I certify that I have a valid driver's license for use in the U.S.A. for the dates listed above (for driver of vehicle).

 (Initials)
 I certify that I have valid automobile insurance for the vehicle that will be used for the dates listed above (for personal vehicle).

☐ Off Campus Notice Only

☐ No Cost to District

Purchasing Needs to Book
(chk all that apply & fill out
Booking Information Form)

ESTIMATED EXPENSE OF TRIP

Subtotals

Personal Auto Mileage: _____ (Miles) X \$0.56 (Rate)	\$ 0.00
<input type="checkbox"/> Airfare: _____	
<input type="checkbox"/> Car Rental: _____	
Shuttle*: \$ _____ Taxi: \$ _____ Parking: \$ _____	\$ 0.00
Lodging: _____ (Nights) X \$ _____ (Rate)	\$ 0.00
<input type="checkbox"/> Conference/Registration Fee: _____	
Meals: Breakfast: _____ Lunch: _____ Dinner: _____ (Max \$10/day) (Max \$15/day) (Max \$15/day)	\$ 0.00
<input type="checkbox"/> Other Expenses: _____	
* Contact Campus Events for transportation to airport. If they are unavailable, the district will reimburse shuttle expenses to the traveler up to the cost of Super Shuttle.	
TOTAL EXPENSES	\$ 0.00

Account Name: _____
 Account #: _____

Signature of Person Requesting Trip: _____ Date: _____

Approvals

Dean/Director: _____	Date: _____
Program Coordinator (if applicable): _____	Date: _____
Vice President/President: _____	Date: _____
Director of Business Services: _____	Date: _____

Revised 7/31/2013



ANTELOPE VALLEY COLLEGE

3041 West Avenue K • Lancaster, CA 93536-5426 • (661) 722-6310 • Fax (661) 722-6320

HOTEL/MOTEL TRANSIENT OCCUPANCY TAX WAIVER Exemption Claim for Government Agency

Employee Name _____	Job Title _____
Other Traveler Name(s) if Applicable _____	
Hotel / Motel: _____	Address: _____
Check-In Date: _____	Check-Out Date: _____

This form serves to verify that I, the undersigned, am an officer or employee of the Antelope Valley Community College District (AVCCD), a political subdivision of the State of California. The charges for the occupancy at the above establishment on the dates set forth have been, or will be paid by such governmental agency, and such charges are incurred in the performance of my official duties as an official or employee of the district.

I hereby declare under penalty of perjury that the foregoing statements are true and correct.

Employee Signature _____	Signature Date _____
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IMPORTANT INFORMATION FOR HOTEL/MOTEL REPRESENTATIVES

California Transit Occupancy Tax Exemption: California Revenue and Taxation Code §7280 allows political subdivisions such as Antelope Valley Community College District to elect exemption from the local occupancy tax for any employee or officer of the district while the officer/employee is on official business for the District.

Please retain this form for your files in order to substantiate your tax report.

Guest Confirmation #(s): _____



Booking Information Form

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

TRAVEL BOOKING INFORMATION FORM

Please only fill in sections to be booked by purchasing, attach necessary documentation, and submit with Trip Request. Please visit the Travel website for more information regarding travel processes and procedures, <http://www.avc.edu/administration/busserv/travel.html>.

Lodging

Vendor:					
Vendor Address:					
Website:					
Conference Name/Discount Code:			Rate Per Night:		
Additional Information:					
<small>*If rooms have already been reserved, but you would like expense billed to district card, note confirmation #(s) above and attach copy of confirmation(s) from hotel. Purchasing will change billing to district card & forward CC authorization form to hotel.</small>					
Fill out additional Booking Forms if needed	Guest Name, Room 1	Guest Name, Room 2	Guest Name, Room 3	Guest Name, Room 4	
Check-In Date:					
Check-Out Date:					
Special Room Requests:					

Conference/Workshop/Course Registration Fee

Registration information, choose one:

- ☐ I have already registered for the event, please send payment as specified below.
☐ Please register the following travelers(registration information attached) and send payment as specified below:

Payment information, choose One:

- ☐ Please pay with credit card via this website:
☐ Please send copy of attached registration with check to the following:

Name:

Address:

☐ Other:

Car Rental

Vendor:	Pick Up Address:			
Drop Off Address:				
Pick Up Information:	Date		Time	
Return Information:	Date		Time	

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

TRAVEL BOOKING INFORMATION FORM

Please only fill in sections to be booked by purchasing, attach necessary documentation, and submit with Trip Request. Please visit the Travel website for more information regarding travel processes and procedures, <http://www.avc.edu/administration/busserv/travel.html>.

Flight

Departure Airport:		Arrival Airport:	
Departure Information:	Flight #	Date	Time
Return Information:	Flight #	Date	Time
Passenger Information:	Name (as printed on ID/DL)	DOB	Gender 65+
1			SELECT SELECT
2			SELECT SELECT
3			SELECT SELECT
4			SELECT SELECT
5			SELECT SELECT
6			SELECT SELECT
7			SELECT SELECT

Other Use back of form for additional details

Details:



Reimbursement Form

Antelope Valley College Community College District Request for Travel Reimbursement

Employee Name:	Dates of Travel:
Name of Event:	Location of Event:

PLEASE ATTACH BOARD APPROVED TRIP REQUEST, ORIGINAL RECEIPTS, AND CONFERENCE AGENDA IF APPLICABLE.

Date	Transportation	Lodging	Registration	Breakfast (\$10)	Lunch (\$15)	Dinner (\$25)	Miles	x	Rate	=	Total	Other	Description of "Other" Expenses	Totals
									0.560		0.00			0.00
									0.560		0.00			0.00
									0.560		0.00			0.00
									0.560		0.00			0.00
									0.560		0.00			0.00
									0.560		0.00			0.00
									0.560		0.00			0.00
									0.560		0.00			0.00
Totals:	0.00	0.00	0.00	0.00	0.00	0.00					0.00		TOTAL EXPENSES:	0.00

Additional Comments:

Pre-paid by the District:

Subtotal: 0.00

Prev. Reimbursed to Employee:

Total Due to AVCCD:

Total Due Employee: 0.00

If claiming mileage, complete this section also:

I certify that I have a valid driver's license for use in the U.S.A. for the dates listed above and that I have broken no motor vehicle laws during those times.

(Initials)

I certify that I have valid automobile insurance for the vehicle used for the dates listed above. (Any vehicle driven: Includes District and Personal)

(Initials)

I certify that the above are actual and necessary expenses.

Signature:

Date:

Account #:

APPROVAL: (Send original through the offices outlined for approval.)

*Division Dean/Director Signature and Date:

*Program Manager Signature and Date:

Business Office and Date:

*Division Dean/Director and Program Manager Signatures are only required if the Total of all Travel Expenses is 10% or greater than the Total amount listed on the Trip Request Form.

As of 6-26-2013



Questions

∞ Questions?