McLennan Community College
Travel Approval/Reimbursement Request

Requested by: _______________________________ Emp. # _______________________________ Date of Request: ____________

Names and Emp. # of Others Traveling: ____________________________________________________________ (Who have incurred expenses)

Department: _______________________________ Travel to: ____________________________________________ (City and State)

Estimated: Departure ____________ Return ____________ (Month/Day/Time) (Month/Day/Time)

Purpose of Travel: ____________________________________________________________

TRIP APPROVAL:

<table>
<thead>
<tr>
<th>Employee Signature/Date of Request</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>By my signature, I certify that I have read and understand the Budget Administration Policy and will abide by the provisions. I understand that failure to follow the guidelines could result in non-reimbursement of expenses.</td>
<td></td>
</tr>
</tbody>
</table>

☐ This activity meets the criteria for professional training and requires an agreement to be signed.

ADMINISTRATIVE APPROVAL:

PROFESSIONAL DEVELOPMENT COMMITTEE ADMIN. APPROVAL:

OUT OF COUNTRY APPROVAL:

Expenses:  

<table>
<thead>
<tr>
<th>Mileage</th>
<th>Estimated:</th>
<th>Purchasing Card Charges</th>
<th>Paid - Not with PC Card</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mileage: ____________ @ $0.575 ____________</td>
<td>$ ____________</td>
<td>$ ____________</td>
<td>$ ____________</td>
</tr>
<tr>
<td>Public Transportation: _____________________</td>
<td>$ ____________</td>
<td>$ ____________</td>
<td>$ ____________</td>
</tr>
<tr>
<td>Meals: _____________________</td>
<td>$ ____________</td>
<td>$ ____________</td>
<td>$ ____________</td>
</tr>
<tr>
<td>Lodging: _____________________</td>
<td>$ ____________</td>
<td>$ ____________</td>
<td>$ ____________</td>
</tr>
<tr>
<td>Fees: _____________________</td>
<td>$ ____________</td>
<td>$ ____________</td>
<td>$ ____________</td>
</tr>
<tr>
<td>Other: _____________________</td>
<td>$ ____________</td>
<td>$ ____________</td>
<td>$ ____________</td>
</tr>
<tr>
<td>TOTAL: $ ____________</td>
<td>$ ____________</td>
<td>$ ____________</td>
<td>$ ____________</td>
</tr>
</tbody>
</table>

(Date Advance Needed) ____________ Amount Advanced: $ ____________

Amount of Advance Requested $ ____________ Amount Due or Balance Returned $ ____________

CERTIFICATION OF ACTUAL EXPENSES TO BE PAID:

I certify that all actual expenditures are in compliance with the Budget Administration Policy.

<table>
<thead>
<tr>
<th>Name: _______________________________</th>
<th>Account #: ____________</th>
<th>Amount: $ ____________</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

Employee Signature: _______________________________ Date: ____________

Administrative Approval: _______________________________ Date: ____________
MCC TRAVEL PROCEDURES
(Revised June, 2011)

Before Travel:  
Submit Travel Approval/Reimbursement Request form to immediate supervisor.

1. Secure hotel tax exemption form and tax identification number from Business Office.
2. Submit copy of approved Travel Approval/Reimbursement Request to Business Office by 5:00 p.m. on Tuesday to receive trip advance check by Friday during fall and spring semesters.
3. For summer school, submit copy on Monday to receive check by Thursday.
   Note: If this request covers funds approved by the Professional Development Committee, the form must be processed per the instructions in the PD Proposal Guidelines.

During Travel:  
Keep required receipts for travel, lodging, and meals.

1. Receipts not required: miscellaneous items such as tips or items for which a receipt is not customarily given.
2. Detailed Receipts required for Travel, Lodging, and Meals.

After Travel:  
Within ten days of return.

1. Submit Travel Approval/Reimbursement Request form with receipts to immediate supervisor. Supervisor should submit form and receipts to Business Office (or April Robinson-if Professional Development Committee funded) within ten days of the employee's return.
2. When advance exceeds actual expenses, submit reimbursement with form and receipts.
3. Purchasing Card original receipts should be attached to Account Statement for period covered. Attach copy of receipts to this form.

Notes:
All international travel must be approved in advance by the President.

1. State tax will not be reimbursed for in-state lodging. Hotels in Texas will exempt the College from state taxes, but not city taxes, when the form is completed and filed upon registration at the hotel. Some hotels do not provide forms. Forms can be obtained from the Business Office.
2. College does not reimburse for alcohol.
3. The College does not pay sales taxes, it is the responsibility of the employee to inform the vendor. Any sales taxes paid using the Purchasing Card, must be reimbursed to the College by the employee.