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:

Employee Signature/Date of Request  Account Number

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.

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

Dean/Date of Approval

ADMINISTRATIVE APPROVAL:

Administrator/Date of Approval

PROFESSIONAL DEVELOPMENT COMMITTEE ADMIN. APPROVAL:

Professional Development/Date of Approval

OUT OF COUNTRY APPROVAL:

President/Date of Approval

Expenses: Mileage  Estimated: Purchasing Card  Paid - Not with PC Card

Mileage: ________ @ $0.58 __________ $ __________ $ 

Public Transportation: ____________________________ $ __________ 

Meals: ____________________________ $ __________ 

Lodging: ____________________________ $ __________ 

Fees: ____________________________ $ __________ 

Other: ____________________________ $ __________ 

TOTAL: __________ $ __________ $ __________ $ 

(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.

Name: ____________________________ Account # ____________________________ Amount $ __________ 

Name: ____________________________ Account # ____________________________ Amount $ __________ 

Name: ____________________________ Account # ____________________________ Amount $ __________ 

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.