

## 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:	Estimated:	Purchasing Card Charges	Paid - Not with PC Card Cash or Charges
Mileage: <u>Mileage</u> _____ @ \$0.58	_____	_____	\$ _____
Public Transportation: _____	_____	\$ _____	_____
Meals: _____	_____	_____	_____
Lodging: _____	_____	_____	_____
Fees: _____	_____	_____	_____
Other: _____	_____	_____	_____
<b>TOTAL:</b>	\$ _____	\$ _____	\$ _____
(Date Advance Needed) _____		Amount Advanced: _____	\$ _____
<b>Amount of Advance Requested</b>	\$ _____	<b>Amount Due or Balance Returned</b>	\$ _____

**CERTIFICATION OF ACTUAL EXPENSES TO BE PAID:**

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

Name: \_\_\_\_\_ Account # \_\_\_\_\_ Amount \$ \_\_\_\_\_

\_\_\_\_\_ Account # \_\_\_\_\_ Amount \$ \_\_\_\_\_

Name: \_\_\_\_\_ Account # \_\_\_\_\_ Amount \$ \_\_\_\_\_

\_\_\_\_\_ 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.