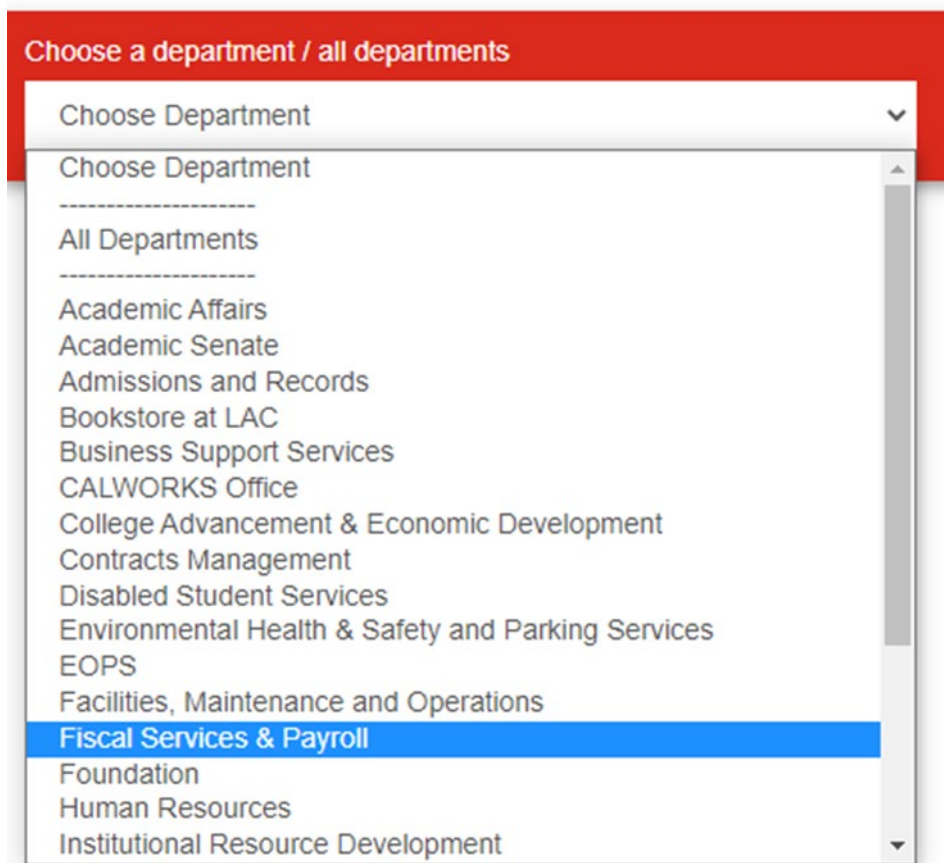


Travel instructions for District Traveler

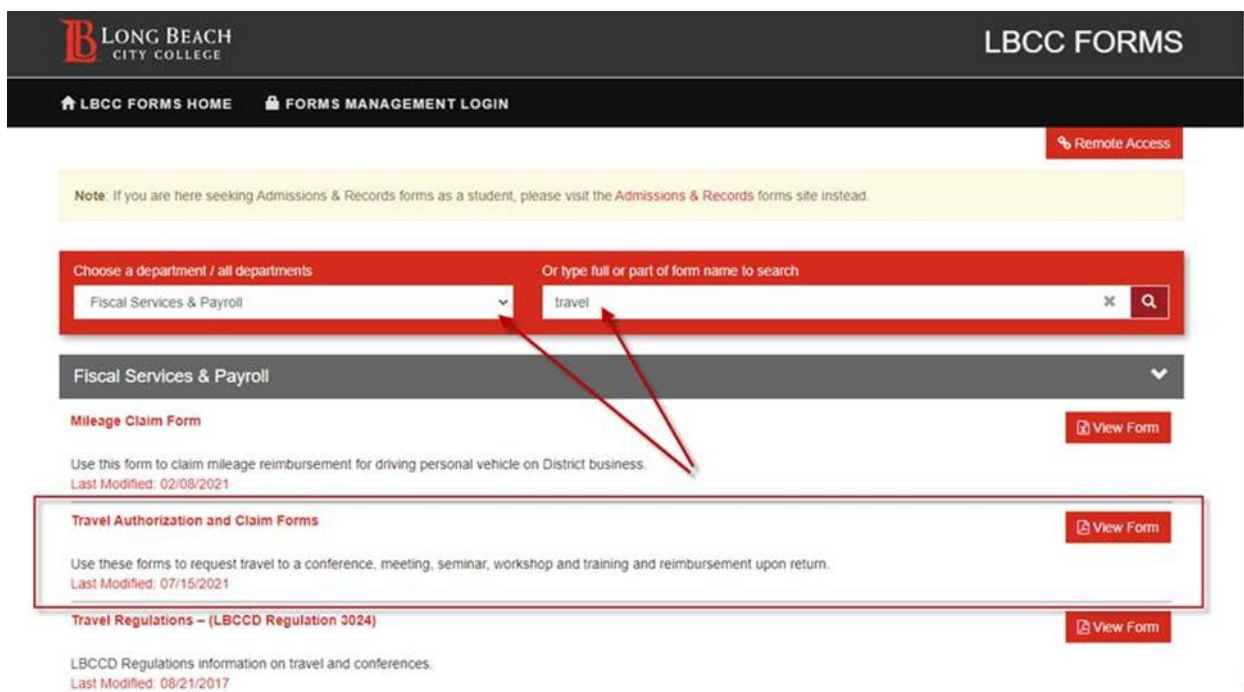
In-person travel for conferences, continuing education, or training. The travel ban has been lifted. There are restrictions to out-of-state travel due to expense and due to safety precautions related to the pandemic (see details below).

1. Complete the 'NEW' Travel Authorization form available on the forms page, [LBCC -LBCC Forms](#). Select "Fiscal Services" from the Departments drop down:



The image shows a dropdown menu titled "Choose a department / all departments" with a red header. The menu is open, displaying a list of departments. The option "Fiscal Services & Payroll" is highlighted in blue. The list includes: Choose Department, All Departments, Academic Affairs, Academic Senate, Admissions and Records, Bookstore at LAC, Business Support Services, CALWORKS Office, College Advancement & Economic Development, Contracts Management, Disabled Student Services, Environmental Health & Safety and Parking Services, EOPS, Facilities, Maintenance and Operations, Fiscal Services & Payroll, Foundation, Human Resources, and Institutional Resource Development.

Then type in "travel" to access Travel Forms, then view the Travel Authorization and Claim Form:



- a. This is a combined form of the Travel Authorization form and Travel Claim form. When entering the traveler name, conference name, etc., this information will be automatically populating the Travel Claim form. (All requested backup, registration, agenda, airfare and hotel information must be attached for Fiscal Services to process.) Prior Executive Cabinet approval is required for:
 - i. Group (more than one person)
 - ii. Out-of-state travel

The travelers' Vice President will take the travel request to the Executive Cabinet meeting to get approval prior to processing the form. The form must include rationale for why out-of-state and/or group travel is necessary.

2. Faculty –

- a. If requesting funding through Faculty Professional Development (FPD), send the travel authorization form to fpd@lbcc.edu after the traveler's Dean/Director signature in your adobe sign workflow.
- b. Travel authorizations do not need to be signed by FPD, if the funding is coming from another source; however, please send the final signed copy to Faculty Professional Development at fpd@lbcc.edu.

3. Please send all completed and approved forms to fiscaltravel@lbcc.edu, subject line should say 'Travelers name travel authorization form'.

4. Fiscal Services will process all requests as soon as possible.
 - a. If requested for prepayment, your confirmations for airfare & hotel will be e-mailed.
 - b. If requested for prepayment, the registration check will be mailed directly to the vendor you provided on your travel authorization form.

5. **Out of State Travel Restrictions** - We implemented best practices nearly 3 years ago that require that out-of-state and multi-person travel require cabinet approval after review of rationale from the requestor that speaks to the necessity to travel out-of-state and why multiple persons should travel. With the current pandemic, we've added additional restrictions in recognition of the great variance in vaccination rates and current rates of transmission. Those restrictions allow out-of-state travel only when required by a grant or other similar extenuating circumstance. That review and determination continue to be made by the Executive Cabinet.

After your return from the conference, continuing education or training -

6. Please process the Travel Claim form as soon as you return from the conferences, continuing education, or training, attaching all required backup documents. Send it through Adobe sign for all signatures.

7. Please send all completed and approved forms to FiscalTravel@lbcc.edu, subject line should say '*Travelers name* travel claim form'.

Online Events

FYI - Registration for an **online** conference, webinar, continuing education, or training have two options for payment, both of which require prior approval from the budget administrator and supervisor. Note: You do not need to submit a travel authorization form.

1. Employee Prepayment: once you have approval from your supervisor and the budget administrator, you may personally pay and then request reimbursement through the revolving cash fund. See forms page at [LBCC -LBCC Forms](#), Fiscal Services, Revolving Cash form, Adobe sign instructions and form instructions.

2. District Prepayment:

- a. Enter a requisition in Peoplesoft well in advance of the online event. Be sure to upload the registration information and vendor's W-9 as back-up, so that Purchasing can create a Purchase Order.
- b. Forward the approved invoice/bill to Accounts Payable at ap@lbcc.edu.

All Faculty need to use the Faculty Professional Development Request for Virtual Conference Approval Process. Please contact fpd@lbcc.edu for assistance.