

LOOP

October 2016 – Solving the mystery behind the Travel Authorization form –



Solving the mystery behind the Travel authorization form.

If you are asking the Fiscal Services Travel Coordinator to make airfare reservations, reserve a room or issue payment for a conference, you must provide the following back up when submitting your travel authorization travel form.

- Registration – attach your registration confirmation showing you registered, dollar amount due, conference name, mailing address & conference agenda.
- Air Fare – attach a copy of requested date, time, airline & flight number. Please provide your date of birth. It is important to use the first & last name on your Driver's License so reservations can be processed correctly.
- Lodging – attach a copy of the requested hotel, check in & out dates.

Travel claim form (YELLOW)

- Reimbursement for authorized travel expense, you personally paid, items like registration, airfare or lodging, can be requested after returning from the conference using the YELLOW form.
- Reimbursable expenses, like a taxi or mileage can be requested after returning from the conference using the YELLOW travel claim form.

Watch for the announcement in the LOOP for the Fiscal Services 'Travel Forms Workshop'. Fiscal Services will be giving several of these workshops throughout the fiscal year.

Please see the policy & regulation 3024 for more information.

<http://www.lbcc.edu/Policies/documents/3024reg-12.pdf>

Please see the Fiscal Services & Payroll forms site for the Travel Authorization form, Travel Tips, Travel – meal per diem instructions

http://lbccforms.lbcc.edu/formstorage.cfm?display=1&dept_name=Fiscal