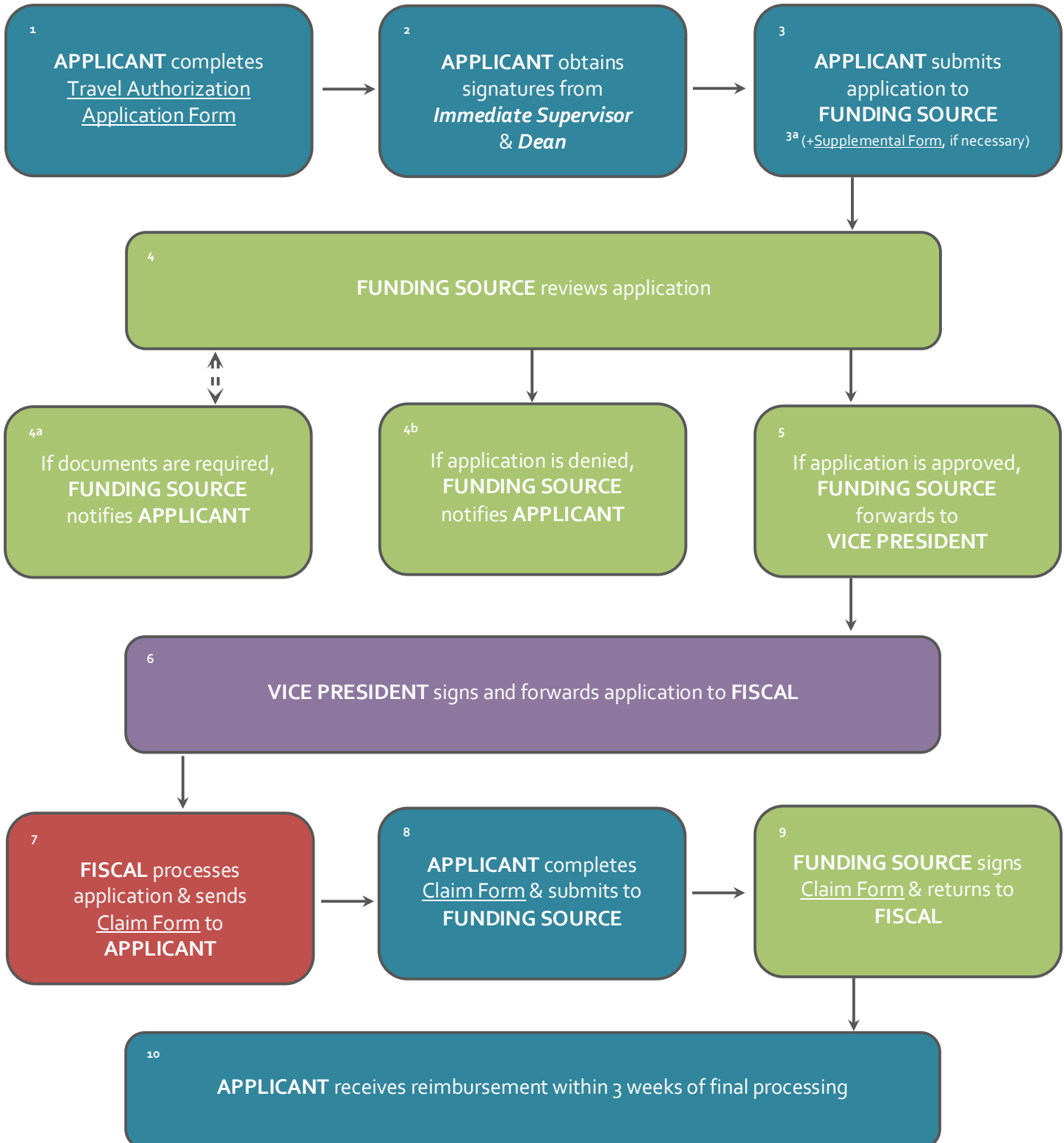




Travel Authorization Application Process (Faculty)



Please see the next page for more detailed instructions.





Travel Authorization Application Process (Faculty)



Please read carefully and follow each step in the process to prevent any delays. Please also refer to *LBCCD Regulation 3024 Policy on Travel and Professional Conference Attendance* for clarification and further instructions. The Travel Authorization Application Form may be found at http://lbccforms.lbcc.edu/formstorage.cfm?display=1&dept_name=Fiscal Services & Payroll. All forms mentioned below may be found on the Faculty Professional Development website at <http://www.lbcc.edu/FPD/conference-info.cfm>.

1. The APPLICANT completes the Travel Authorization Application Form with *personal information, event information, and cost estimates*. Any required documents for *registration, air fare, shuttle, car rental, and lodging* should be attached to the application.
2. The APPLICANT must obtain signatures from their **Immediate Supervisor** (top of second page) and **Dean** (bottom of second page). **DO NOT FORWARD THE APPLICATION TO THE VICE PRESIDENT FOR SIGNATURE**; doing so may delay the process.
3. The APPLICANT submits the application to the FUNDING SOURCE **at least 30 days before the date of travel**. Applications not received within this time frame may not be processed until after the travel has occurred.
 - a. If requesting funds from **Student Equity** or **SSSP**, the APPLICANT must attach the appropriate Supplemental Form to the Travel Authorization Application Form.
4. The FUNDING SOURCE reviews the application for approval.
 - a. The FUNDING SOURCE will notify the APPLICANT if further documentation is required; or
 - b. The FUNDING SOURCE will notify the APPLICANT if the application has been denied.
5. If the application is approved, the FUNDING SOURCE forwards it to the VICE PRESIDENT of Academic Affairs, or for counselors, the VICE PRESIDENT of Student Support Services.
6. The VICE PRESIDENT signs the application, then forwards it to FISCAL SERVICES.
7. FISCAL SERVICES will only make travel arrangements for items that are checked () on the Travel Authorization Application Form. (FISCAL SERVICES must receive the approved application from the FUNDING SOURCE at least two weeks prior to the conference in order to process requests for prepayment.) Otherwise, the APPLICANT will receive a reimbursement for the approved amount. FISCAL SERVICES sends a Claim Form to the APPLICANT within 2 weeks of processing.
8. Within three weeks of their return, the APPLICANT completes the Claim Form and submits it to the FUNDING SOURCE.
9. The FUNDING SOURCE signs the Claim Form and returns it to FISCAL SERVICES.
10. The APPLICANT receives a reimbursement within three weeks of final processing.