

LONG BEACH CITY COLLEGE

TRAVEL TIPS

Please read LBCCD's Administrative Regulation 3024 on Travel and Professional Conference Attendance. All Faculty Travel Application Form must be submitted to Faculty Professional Development (FPD) before the application can be processed in Fiscal Services (FS).

You will need to complete a travel application, secure appropriate authorizing signatures, and enter funding account number prior to submission. Unless funding is through FPD. (Refer to option 1 and 2 regarding travel arrangements)

Submit completed travel application to: 1) Classified and management directly to Fiscal Services. 2) Academic to Faculty Professional Development, which will process and forward to FS.

Fiscal services will process your travel application and send a travel package with your Travel Claim Form to you through intercampus mail. Processing time vary between 5 days to 2 weeks.

There are two options for making travel arrangement.

Option #1

You may make your own travel arrangements self-paying all expenses. Upon completion and submitting of your Travel Claim Form to Fiscal Services you will be reimbursed for your approved travel expenses. FS will send your Travel Claim form to you through intercampus mail. Once you have filled out the Travel Claim Form and obtained approval signatures, then return the form with all original receipts to FS. Fiscal Services will issue any reimbursement due in the form of a check sent via interoffice mail. Please allow three (3) weeks from receipt in FS for processing.

Option #2

You may request the district to prepay in advance certain costs. To request prepayment check the box on the first page of your Travel Application next to the expense you want the district to prepay. Fiscal Services must receive your Travel Application Authorization Form no later than two (2) weeks in advance of the travel date in order to make these arrangements for you. No exceptions can be accommodated for prepayment. The following are the items that the district can assist you in advance.

Registration: Attach your confirmation of registration for the conference, dollar amount due, vendor name & mailing address, and conference agenda to your Travel Application. Upon processing your Travel Application the district will send you a check, through interoffice mail, made payable to the conference vendor for registration fees. You will be responsible for submitting the payment for the conference registration in accordance to vendor's (conference host) instructions.

Airfare: Attach to your Travel Application the airline information including flight numbers with date and time for departure & return flights. The district will also need your Date of Birth and Name as it appears on your California Driver's License in order to purchase airline tickets. The district will purchase your airline tickets and send the travel itinerary to you with your travel claim form.

Shuttle: The District can prepay shuttle service only to and from the airport and the hotel. Please indicate the requested date and time of the pick-up and/or drop-off. Your cellphone number is required to make reservations. Please note: Shuttle service may not be available at all airports.

Car Rental: Please indicate times and dates for pickup and return of the rental car. The District will make arrangements and pay for car rental. The car rental reservation will be included with the travel claim form sent via intercampus mail.

Lodging: ***It is imperative that you DO NOT make hotel reservations yourself if you want the district to prepay for your lodging.*** It is very difficult for the district to modify hotel reservations made by another party. Also due to security

reasons this same holds true for “placing a hold” on a room. Past experience has taught us that these two things lead to increased fraud and compromise of the district and/or employees credit cards.

In order for the district to make your hotel reservations please provide the hotel’s name and address along with arrival and departure dates with Travel Application. The district will secure hotel arrangements with district credit card and send the confirmation information with your travel claim form. The district prepays only room and taxes. Employee is responsible for any incidentals including parking fees and internet charges. When checking out of the hotels please ask for a detail receipt that shows that the district prepaid your room and taxes, this is required to be attached to your travel claim form. Please review receipt verifying that room and taxes were charged to district and not added to your personal credit card.

Funding: Funding may be from multiple sources see below for examples of how to complete the funding section of form:

Example 1 - A faculty member makes a request to attend the ‘Faculty Development Conference’ in Sacramento on January 14, total estimated cost is \$ 600.00. Since Faculty Professional Development (FPD) may only fund \$ 450.00 for full time (FT) faculty, the balance needs to be covered with another funding source. The FPD line will show \$ 450.00 (FPD will enter the account number) and the first funding source approval line will show the balance of conference, \$ 150.00 or the words ‘remaining balance’ and the department’s account string and department approval signatures. The filled out form with applicable, immediate supervisor & Deans signature is forward to FPD, Y-8. If approved, FPD will fill in funding source account number, sign form and forward to the area Vice President, for approval signatures who will then forward the form to Fiscal Services.

Example 2 – A faculty or classified staff member makes a request to attend the ‘Diversity, Culture & Learning Conference’, total estimated cost is \$ 1,600.00. They are going to request ‘Student Equity’ as the funding source. Fill out other requested forms, if applicable, in this example the ‘Student Equity Supplemental Form’. Forward the completed Travel Authorization forms including Student Equity Supplemental Form and conference agenda to immediate supervisor, then Director or Dean for their approval signature. Next send all documents to the Student Equity office at mail code Y-21. If approved, Student Equity will fill in funding source account number, sign form and forward to the area Vice President for signature who will then forward to Fiscal Services, at mail code Y-14.

Example 3 – A faculty or classified staff member requests to attend the ‘Innovation by Design Conference’, total estimated cost is \$ 1,254.00. The total cost will be funded by the department’s budget. Enter the full estimated cost & account string on the First funding source approval line. Forward the application to immediate supervisor, then Director or Dean for their approval signature. Next the Travel Authorization request form should be sent to the area Vice President for signature who will then forward to Fiscal Services at mail code Y-14.

Reimbursement: The District will reimburse the applicant for any pre-approved travel expenses which had not been prepaid including mileage, baggage, shuttle/taxi, internet, parking and meals. Please submit your Travel Claim Form within three weeks of your return from the event. Once your claim form is approved and received in Fiscal Services, it will be processed and any reimbursement due you will be sent in the form of a check via interoffice mail. Please allow three (3) weeks for processing. **All reimbursement are process after all travel has been completed.**

Contact LaTonyua Harden in Fiscal Services ext. 4459 if you have any questions. Have a safe trip!