

Overnight Travel Checklist

Obtaining Approvals:

1. I have completed an Overnight Travel Request form, included the purpose of the trip, the ORG code that will incur the charges and all backup paperwork documenting reasonable pricing and accommodations and staying within GSA standards for the destination.
2. **I have estimated all expenses.**
3. I have obtained **three authority signatures** from my immediate supervisor, organization authority supervisor or Dean, and Vice President or the College President.
4. I have obtained an RR# (top right of form) from Michele King, Kathy Schissler or Mary Adrian.
5. I have submitted my request via ADOBE Sign including the audit page to Travel (travel@rrcc.edu) **no later than two weeks** prior to travel and have received my Approval email from travel.

Making Reservations:

1. If employee wishes to incur costs and be reimbursed after trip completion then employee will book necessary airfare, lodging, and ground transportation within the parameters of the budgeted trip.
2. Conferences may be booked using pcards expensed to RRCC or by the traveler.
3. Airfare may be booked directly by the traveler unless the employee does not want to incur costs directly. Then the Airline Travel Questionnaire must be completed and submitted to travel@rrcc.edu and costs will be expensed to RRCC.
4. Upon receipt of the travel agent booking, I reviewed it carefully for accuracy and worked with both the travel agent and travel@rrcc.edu if changes are necessary.
5. Lodging is booked by the traveler using conference details or lodging that is within GSA allowable rates. I have booked my lodging and forwarded details if I need the RRCC travel card to replace my personal card if available.
6. I have used the approved rental car companies and ensured the RRCC billing code is included on the reservation so that State pricing applies and charges go directly to RRCC. I have not requested additional insurance or high fuel cost surcharges.

Advances:

1. If needed, I have completed the travel advance form and submitted the signed form no later than 2 weeks prior to departure to travel@rrcc.edu or campus box 16. Advances are 75% of the estimated out-of-pocket expenses not to exceed $2,500.

Reimbursement:

1. 75% per diem rates apply to 1st and last days of travel.
2. I have **obtained receipts for all expenses** (other than meals and tips) regardless of if they were paid for with state travel card or personal card.
3. I will forward receipts for any **company paid** expenses upon my return (within 15 days).
4. I will submit a travel expense voucher and all back up for reimbursement for meal/tip per diems and other out-of-pocket expenses within 30 days but not later than 60 days of return.
5. If an advance was requested, I will show all expenses and then show the amount of the advance to net to any additional amounts due and to close out the trip.