

Do I need a Pre- Approved Travel Authorization?

YES

NO

For travel outside of the Denver Metro Area, any travel involving students, or travel requiring registration and with associated travel costs beyond mileage & parking:

- Workshop
- Seminar
- Conference
- Off Site Training

For employee travel within the Denver Metro Area, with only **mileage / parking** costs:

- Site or School Visit
- Meeting
- Training at Lowry or organized by CCCS
- CCCS Conference with registration but does not have registration fee

Complete Travel Request Form
4 to 6 weeks prior to travel dates
**8 weeks if grant funded or if Out of State

Within 30 days of travel completion
Complete Monthly Expense Report
Receipts required for all approved expenses except meals. **Note: Reimbursement request submitted after 60 days of travel will be processed through payroll and taxed appropriately**

What do I need to submit?

- Completed Travel Request
- Registration Form/**Complete and print only; DO NOT REGISTER ONLINE (Include user name and password)**
- Lodging/ Hotel Estimate **DO NOT CONFIRM RESERVATION**
- Transportation Cost: FROSCH Travel/and or Ground **DO NOT CONFIRM RESERVATION**
- Letter stating benefit of travel to ACC, for out of state travel
- Sign & Submit travel request to supervisor

STOP & WAIT

What happens then?

- Supervisor will forward to VPI for approval. (Ensure grant approvals obtained for any travel charged to grants)
- Travel Coordinator will review and forward to CFO for approval. President will approve out of state travel
- Upon completion of registrations and bookings, traveler will receive a travel itinerary with confirmations from travel coordinator

Upon Return, what do I need to complete travel?

- Complete Travel Expense Reimbursement Form (My ACC) within 30 days. Reimbursement submitted after 60 days will be processed through payroll and taxed appropriately.
- Attach backup receipts:
Baggage Tickets
Parking
Rental Car/Shuttle
Internet Costs
- Forward to Supervisor for signature
- Supervisor will forward to Accounting for payment

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