
Overview of Travel Process

October 31, 2023

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Travel – Checklist (5 W’s & 1 H)

WHO – Submit a requisition for EACH individual

Description

WHAT – Name of event

WHEN – Travel Dates

WHERE – City, State (for Out-of-State travel NEED Superintendent/President’s approval)

WHY – Purpose of trip

HOW - Estimated Expenses

Registration Fee

Mileage (R/T) – annual adjustment commences every January 1st, sometimes a mid-year adjustment commences July 1st

Bridge Toll

Parking Fee (Garage/Facility)

Airfare

Airport Parking

Car Rental / Shuttle

Lodging (NO VRBO or Airbnbs – see webpage “Travel Restrictions”)

Lodging Parking Fee

Meals (B/L/D) – use per diem amounts (see webpage “Meal Reimbursement Per Diem Amounts”)

RESOURCES:

AP 6390 Travel <http://go.boarddocs.com/ca/nvccd/Board.nsf/goto?open&id=BYHP5S6196FF> (currently being reviewed and updated)

Travel Restrictions (see webpage – under “Travel”) <https://www.napavalley.edu/about/administrative-services/business-finance/forms-guidelines.html>

Travel Info. <https://www.napavalley.edu/about/administrative-services/business-finance/forms-guidelines.html>

Travel Process – Checklist

- Complete Travel Authorization/Request Form
 - Submit Requisition
 - Upload Support Documents (travel authorization/request form, travel budget worksheet, announcements, agendas) into initiator folder
 - Obtain Purchase Order #
 - Contact Thompson Creekside Travel for flight & lodging (NEED purchase order #, birthdates, conference website link, airline (carrier, leave dates and times))
 - OPTIONAL: Request Advance (85% for mileage & meals; 100% directly to vendor) w/ travel budget worksheet & support documents (vendor invoices) to Accounts Payable 10 business days prior to travel date
 - Post-Travel / Closing – submit to Accounts Payable the travel budget worksheet & support documents (applicable receipts)
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Travel – Travel Request Authorization Form

◇ TRAVEL REQUEST/AUTHORIZATION FORM – Out-of-District/Overnight Travel
V. 9/12/2023

Travel is conducted as a representative of the District and as part of assigned duties. Travel Policy rules must be followed (refer to AP 6390).

Form Origination:

Department: _____ Return Form To: Name _____ Phone Ext. _____

Section I. Traveler Information

Full Name: _____ Colleague ID#: _____

Department: _____ Faculty/Classified/Administrator/Confidential (Circle Applicable)

Section II. Trip Information

Type of Travel: In-State/Out-of-State*/Outside of the Lower 48 States** (Circle Applicable)^A

Event Type/Purpose:
Conference/Webinar/Training/Athletic Event/Field Trip/Professional Development/Legal/Funding Requirement (Circle Applicable)

Event Title: _____

Event Website (providing information of the event): _____

Event Location: City _____ State _____ Country _____

Event Dates: START ___/___/___ END ___/___/___ Travel Dates: LEAVE ___/___/___ RETURN ___/___/___

If an employee is combining personal travel during their work travel, the employee will only be reimbursed for expenses incurred during the District's business portion of the trip. If personal travel is included, please provide dates of personal travel below:

Personal Travel Dates: Before ___/___/___ to ___/___/___ and/or After ___/___/___ to ___/___/___

Will you be a Participant, Event Coordinator, Volunteer, or Presenter? How will the Department/College benefit from your participation?
Attach additional pages, if needed.

(Text)

Attach supporting documents as needed, including conference information, agenda, and materials to be presented (if applicable).

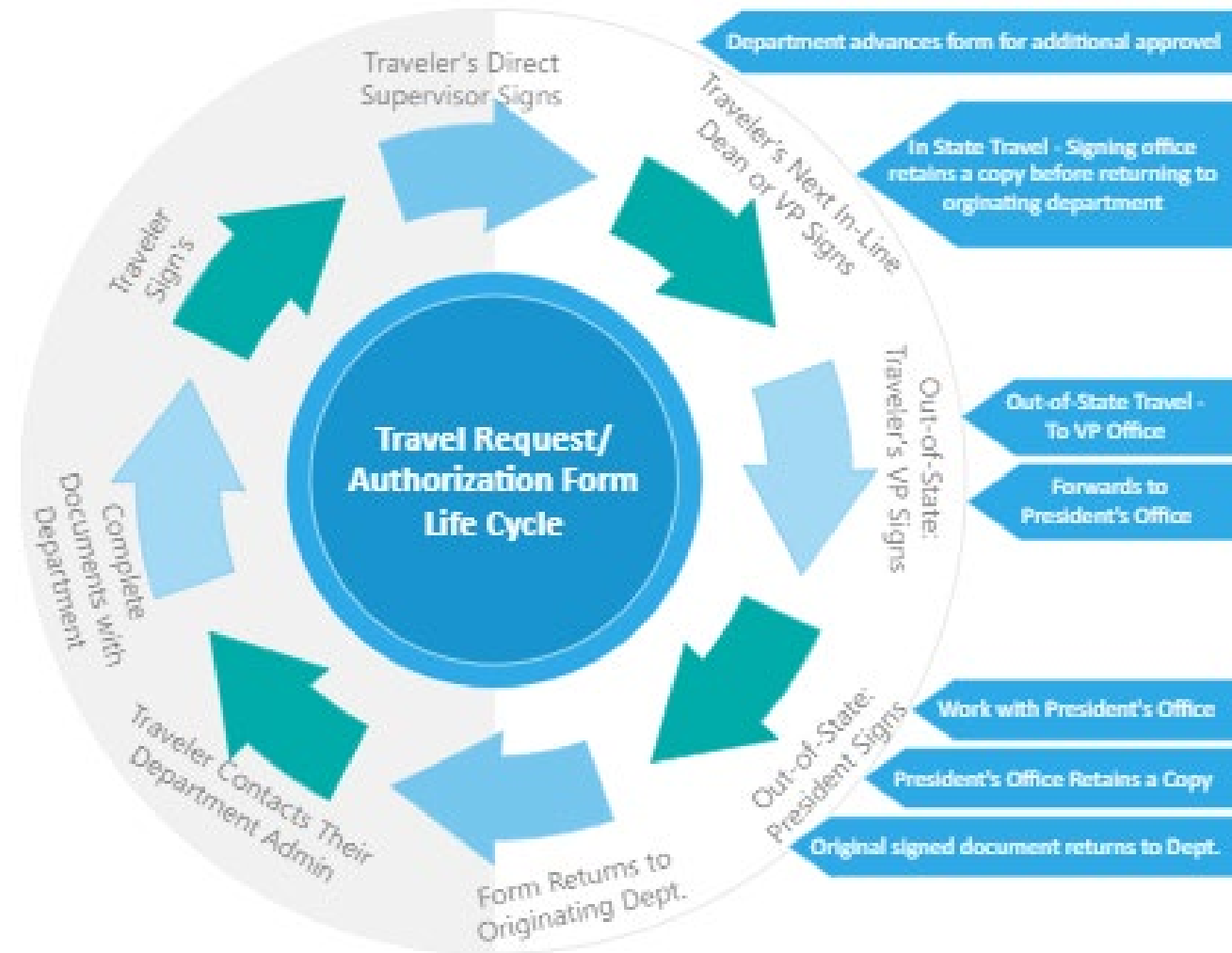
Section III. Funding

Attach Travel Budget. Use the spreadsheet from the Business & Finance Office.
Travel requisitions are submitted by the Traveler's department (see Section V. for more information).
This signed form is submitted as a travel requisition supporting document.

Grand Total for Funding Requested \$ _____ LOCAL/STATE/FEDERAL Funding (Circle One)

1st STEP (Beginning 10/1/23)
Form needs to be completed by Traveler and signed by approvers, depending on location of travel.

Travel – Life Cycle of the Travel Request Authorization Form



Travel – Travel Budget Worksheet

TRAVEL BUDGET WORKSHEET

version 10/18/23

Claimant Name:		Colleague ID #:	
Event Name/Title:		P.O.#:	
Destination (City, State):			

EXPENSE DETAILS				PRE-TRIP - ESTIMATED EXPENSES			POST TRIP - ACTUAL EXPENSES (ALL)				
		Date Start	Date End	Budgeted	*Advance: 85% for Mileage & Meals (If not needed, change to \$0.00)	Vendor Check	Actual Cost All Expenses	Less: Advances/ Vendors Payments	Less: Purchase Card Charges	NVC PCard Holder Last Name/Last 4 Digits	Staff Reimbursement
Registration:	Event Dates	mm/dd/yy	mm/dd/yy								
Registration Fee				\$ -		\$ -	\$ -	\$ -	\$ -		\$ -
Additional Fees (Specify):				\$ -		\$ -	\$ -	\$ -	\$ -		\$ -
Flying to Event:	Flight Dates	mm/dd/yy	mm/dd/yy								
Airfare				\$ -		\$ -	\$ -	\$ -	\$ -		\$ -
Airport Parking				\$ -			\$ -		\$ -		\$ -
Mileage* To/From - NVC or Home/Airport		\$0.655	0	\$ -	\$ -		\$ -	\$ -			\$ -
Tolls				\$ -			\$ -				\$ -
Carpooling with? Staff Name											
Driving to Event:	Drive Dates	mm/dd/yy	mm/dd/yy								
Mileage* To/From - NVC/Home-Location		\$0.655	0	\$ -	\$ -		\$ -	\$ -			\$ -
Additional Mileage During Event		\$0.655	0	\$ -			\$ -				\$ -
Tolls				\$ -			\$ -				\$ -
Event Parking				\$ -			\$ -		\$ -		\$ -
Carpooling with? Staff Name											
Lodging:	Lodging Dates	mm/dd/yy	mm/dd/yy								
Lodging Reservation				\$ -		\$ -	\$ -	\$ -	\$ -		\$ -
Lodging Parking				\$ -			\$ -		\$ -		\$ -

Mileage reimbursement: Max allowed is the cost of an economy flight at the time of travel. Must provide print out of flights available at the time showing prices.

Travel - Requisitions

Colleague Self-Service

Hello, Welcome to Colleague Self-Service!

Choose a category to get started.



Student Finance

Here you can view your latest statement and make a payment online.



Tax Information

Here you can change your consent for e-delivery of tax information.



Student Planning

Here you can search for courses, plan your terms, and schedule & register your course sections.



Grades

Here you can view your grades by term.



Student Finance Admin

Here you can view the Student Finance information as a student would so you can help the student with any questions.



Financial Aid

Here you can access financial aid data, forms, etc.



Employee

Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.



Courses and Sections

Here you can view and search the course catalog.



Financial Management

Here you can view the financial health of your cost centers and your projects.

Travel - Requisitions

Colleague Self-Service

[Daily Work](#) · [Financial Management](#) · Financial Management Overview

Financial Management Overview



Approve Documents

Here you can approve a list of financial documents.



Finance Query

Here you can query your financial data.



Budget Development

Here you can create and maintain your budget.



Projects Accounting

Here you can view the financial health of your projects.



Budget to Actuals

Here you can view the financial health of your cost centers.



Receive Goods and Services

Here you can receive or reject purchase order line items.



Procurement

Here you can create and maintain your procurement documents.

Travel - Requisitions (Create)

Colleague Self-Service

Document Type *

Requisition Date *

Initiator

Confirmation Email Address *

Add email addresses separated by commas

Ship To *

Desired Date

Vendor ID

AP Type

AP Type:
begins w/ TR #

Tax Code 1 NO SALES TAX

Tax Code 2

Approvers	Approval Date
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Next Approvers

Printed Comments

Can also replicate "internal comments" here, if need to.

Internal Comments

WHO – Traveler
WHAT – Name of Event
WHEN – Travel Dates
WHERE – City, State
WHY – Purpose of Trip

Travel - Requisitions (AP Type)

AP Type begin w/ TR#:

Use the following AP Types for requisition entry. Not Applicable to Fund 41, 79, 82, or 83.

TR11 – Travel, Unrestricted (District) Funds, Fund 11

Use with codes beginning with Fund 11: 11-XXXXXX-XXXX-552XX-XXXX

TR12 – Travel, Restricted Funds, Fund 12

Use with codes beginning with Fund 12: 12-XXXXXX-XXXX-552XX-XXXX

TR71 – Travel, ASNVC, Fund 71

Use with codes beginning with Fund 71: 71-XXXXXX-XXXX-552XX-XXXX

TR72 – Travel, ASNVC Student Rep Fee, Fund 72

Use with codes beginning with Fund 72: 72-XXXXXX-XXXX-552XX-XXXX

TR79 – Travel, Trust Accounts, Fund 79

Use with codes beginning with Fund 79: 79-XXXXXX-XXXX-9XXXX-XXXX

Travel - Requisitions (Object No.)

55210 Conferences and Seminars – Out-of-State & International (NEW)

Include all expenditures associated with conferences and major seminars such as meals, transportation, hotel, registration fees, parking, bridge tolls, etc.

Out-of-State Travel requires Superintendent/President approval; International Travel requires Board of Trustees approval

55211 Conferences and Seminars

Includes registration fees for Online Seminars or Conferences.

Include all expenditures associated with conferences and major seminars such as meals, transportation, hotel, registration fees, parking, bridge tolls, etc.

No lodging reimbursed for under 50 miles of primary residence. No meals reimbursed for travel within 30 miles of work site.

55212 Travel

No lodging reimbursed for under 50 miles of primary residence. No meals reimbursed for travel within 30 miles of work site.

In-District Travel: Cost of mileage & parking within the district incurred when travel inside district boundaries is required in the performance of assigned duties.

Out-of-District Travel: Cost of mileage and associated costs incurred when travel outside district boundaries is required in the performance of assigned duties. Other associated costs include necessary meals, parking fees and bridge toll.

55214 Field Trips (Students)

This includes mileage and all reimbursable expenses in connection with field trips. Reimbursable expenses may include meals, lodging, bridge tolls, and parking fees.

55215 Transportation, Board & Lodging (Athletics, Study Abroad, and DAS only)

This includes mileage and all reimbursable expenses in connection with inter-collegiate athletics. Reimbursable expenses may include meals, lodging, bridge tolls and parking fees.

Travel - Requisitions (Create)

Items

Line Items	Description	Vendor Part	Quantity	Unit	Price	Extended Price
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New Item

Description *

Vendor Part

Quantity *

Unit

Price

Extended Price

Each line item relates to “**HOW** - Estimated Expenses” on the checklist

Even if it is being charged to the District Purchase Card, the expense still needs to be included on this original requisition.

GL Account *

Project

GL Account:
For new or to confirm budget code, schedule mtg. w/ Controller.

Quantity

Percent

Amount



Add GL Account

Cancel

Add Item

Travel – Requisitions (Create) – SAMPLE of Line Items

Items

Line Items	Description	Vendor Part	Quantity	Unit	Price	Extended Price	
1	Registration Fee		1.000		\$570.0000	\$570.00	 
2	Meals		1.000		\$129.0000	\$129.00	 
3	Lodging		1.000		\$687.0000	\$687.00	 
4	Mileage (R/T NVC-Oakland Intl Airport)		1.000		\$63.2800	\$63.28	 
5	Bridget Toll (Carquinez)		1.000		\$7.0000	\$7.00	 
6	Airfare (R/T OAK-SBA)		1.000		\$369.9500	\$369.95	 
7	Airport Parking (Economy)		1.000		\$72.0000	\$72.00	 

Travel - Requisitions (View)

Requisition Status

- Not Approved – awaiting approval tree (prompt next in line approver to approve requisition)
- Outstanding – awaiting review and P.O. creation
- PO Created – requisition has been created to a PO #

MUST do periodic checks on status to follow-up on requisition process.

Purchase Order Status

- Outstanding – awaiting receiving and invoicing
 - Accepted – items have been received
 - Invoiced – invoice has been received and voucher to pay has been created by Accounts Payable
 - Paid – check has been issued
 - Reconciled – check related to this has been reconciled within Colleague once cleared with bank
 - Closed – P.O. has been closed
 - Void – PO. has been voided
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Travel Funding Flow

Staff & Faculty Travel Funding - Flow

AP 6390



Travel – Reminders . . . *“It’s all about efficient planning”*

NOTE: The Business & Finance Office ONLY APPROVES the funding for the travel, NOT the approval to attend the travel.

Prior to Travel

- NON-REIMBURSABLE expenses: meals outside the per diem amount, alcoholic beverages, tips, fuel, etc.
- Traveler submits Travel Request/Authorization form to their department.
- Once Travel Request/Authorization form has been approved, department submits a requisition for the traveler.
- Upload Support Documentation:
 - Travel Request/Authorization form
 - Travel Budget worksheet
 - Event announcements, agenda, maps, affiliated quotes

REQ #, Vendor Name, Date on Document (i.e. REQ0000000 Smith, John - PAPA Conference 081423) to your “INITIATOR” folder created by Controller.

- Requisition is approved and the P.O. is created.
- For Flights and Lodging – contact Thompson Creekside Travel (707) 255-8737 or travel@thompsoncreekside.com
- For Advance Payments – can receive an 85% advance for meals and mileage and 100% directly to vendor*. Submit Travel Budget worksheet indicating advance along with hardcopies of support documents referencing the assigned P.O. # 10 business days prior to Accounts Payable.
*For vendor payments, confirm a W9 is on file. If not, submit a complete and signed W9 form & “Vendor Application” to the Business & Finance Office (email: john.martinez@napavalley.edu)

Post Travel

- Travel Close-Out - submit Travel Budget worksheet along with hardcopies of ALL detailed invoices/receipts (NOT quotes or estimates) related to the travel to Accounts Payable with “Okay to Pay”, Signature, and P.O. # directly on invoices/receipts (this also includes detailed receipts related to the District Purchase Card).
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