NAPA VALLEY COLLEGE

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)

Funding Source: District (Fund 11) or Grant Name: _____

Section IV. Approvals/Consent If declined – return to department above. If approved for #3 or #5 below, SEE Section V.

1. **Traveler Member:** Acknowledge and Confirm Section I., II., III. information is correct & complete.

   Traveler Signature: _____ Date: _____

2. **Traveler's Direct Supervisor Approval/Release for Travel:** **Decline/Approve (circle one)**

   Direct Supervisor Name: _____

   Direct Supervisor Signature: _____ Date: _____

3. **In-State Travel Approval – Traveler's Next-In-Line Dean or VP** **Decline/Approve (circle one)**

   Administrator Name: _____

   Administrator Signature: _____ Date: _____

4. **Out-of-State Vice President Approval:** **Decline/Approve (circle one)**

   VP Name: _____

   VP Signature: _____ Date: _____

5. **Out-of-State, Superintendent/President Approval:** **Decline/Approve (circle one)**

   Superintendent/President Name: _____

   Superintendent/President Signature: _____ Date: _____

*Out of State travel requires Superintendent/President approval. Funding may be released after President has approved the out-of-state travel.
**Outside of the lower 48 states requires BOT approval. Plan accordingly. Funding may be released after BOT has approved travel outside the lower 48 states.

Section V. After Approval

Documentation:

- Approved at Section IV #3 – A copy is retained in the Administrator's Office.
- Approved at Section IV. #5 – A copy is retained in the President's Office for Out-of-State & Outside the Lower 48 states.
- Original signed form & support documents are returned to originating department & department staff member.
- Department submits Travel Requisition and awaits Travel Purchase Order.
- Department provides the traveler a copy of signed approval, travel budget, and PO# for travel expenses.
- The Department retains the original documents related to the requisition.

Once a Travel P.O. (Purchase Order) is provided (refer to the *Travel Policy rules that must be followed)*, the initiating department can:

- Submit for a travel advance check (10-days prior to travel).
- Use PCard for Registration Fees, Hotel Reservation, Flight Reservation, Airport Parking Reservations, Rental Car Reservations.
- Membership purchases associated with Travel purchases ARE NOT ALLOWED.
- With the Business & Finance Office, a Travel P.O. must be reconciled and closed after travel is completed.
- If Travel did not occur, Travel P.O. must be closed by requisition initiator.