Classified Institute CRC Business Services and DO Fiscal

January 9, 2023





CRC Expert

Travel Authorizations:

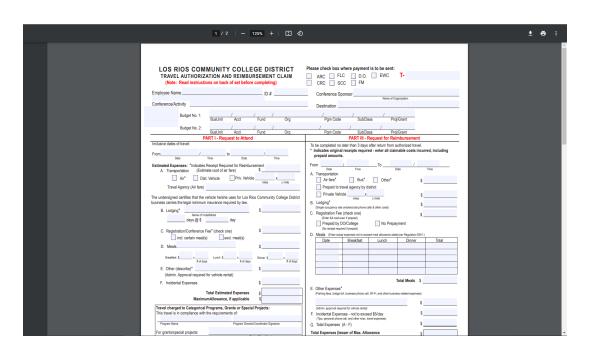
- 1. Ensure the traveler's name and W-ID number are correct
- Enter the appropriate budget string and any limit to the funds (i.e., PD travel funds)
- 3. Have the correct dates/times of travel
- 4. Is the mileage rate correct?? It was just updated.
- 5. Mileage to events must be originated from CRC to the event and then back to CRC...not from their house! Use Google Maps, print the "text only" to PDF and attached as supporting evidence of travel
- 6. Categorical information box is filled in and signed by the appropriate person (if applicable)
- 7. Out-of-State travel has restrictions (see list) and **must be signed** by the President prior to submitting to the business office

Travel Authorization Slow Downs-

Not having the required receipts and documentation attached Not having the proper signatures

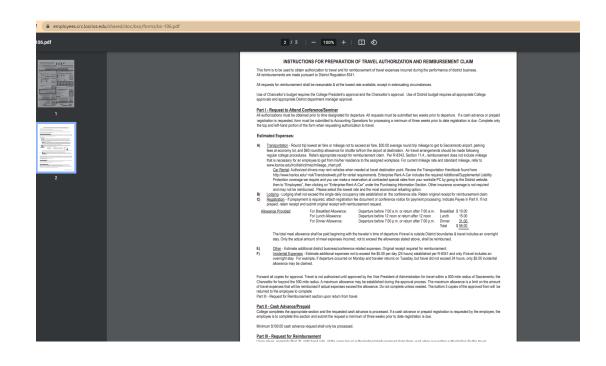


- DO Expert
 - Outline steps to complete fields in Part 1; Part II and Part III
 - Travel Reimbursement form
 - Mileage Reimbursement
 - https://employees.losrios.edu/s hared/doc/accounting/mileagechart.pdf





DO Expert





Things that slow the process down:

- 1. Form not filled out completely some employees have sent forms without Part I filled out and only send in Part III. I need to see at least Part I completed to know this travel was approved before the actual event. The only time this is not really needed is when it is a straight mileage travel.
- 2. **NO** approval signatures or approval email
- 3. Missing backup If I am paying a registration I must have back up from the vendor that shows amount to pay, Vendor Name and Vendor remit to address. Also, I need airline backup, conference agenda, hotel, taxi/uber/lyft receipts and airfare or mileage log.
- 4. If the travel is hitting a fund 12 budget than the categorical box found in Part I on the form must be filled out and signed.



Questions