Travel Planning Checklist (6–8 Weeks Before Travel) Plan Ahead Based on Travel Type: • \[\subseteq \text{In-state travel: submit 6 weeks before travel date} \] • Dut-of-state or student travel: submit 8 weeks before travel date • Dut of state travel requires College President approval • \square Cash advance or registration pre-payment needed: submit **8 weeks** before travel date If Traveling with Students: • \square Submit travel request even earlier than 8 weeks (if you can) • Travel request can list Student 1, Student 2, Student 3; update BSO with names once students are selected and prior to travel dates • \square Attach the following forms to the TA Student Attendees List Student Code of Conduct Student Waiver Student Travel Meal Advance Request **Professional Development (PD) for Faculty and Classified:** • \square Submit PD funding request at least 45 days before the event • If approved, PD funding covers up to: o \$800, with an additional \$150 if presenting at the conference o \$1,000 through LRCEA (for Classified staff, if eligible and funds are available) • \square Complete the **PD Funding Request Form** for campus support Travel Request Submission **Submit Completed Travel Form with Required Attachments: Part I: Request to Attend** • ☐ Conference agenda or flyer • Registration confirmation • Airfare (estimate cost based off of Southwest website and attach screenshot) or mileage (reimbursed at \$0.70 per mile) • \square Out of state memo (if applicable) • FYI: Incidentals (\$5 per 24 hours allowed)

Part II: Request for Cash Advance/Prepaid Expenses

 Indicate if requesting: Cash advance: how much? (Minimum of \$100) Prepaid registration: (Specify to whom and when)
Part III: Submit Original Travel Form with approvals for Reimbursement
 Within 3 business days of return: Submit Part III to BSO Attach all original receipts
Avoid Last-Minute Submissions
 □ Do NOT submit travel requests less than 2 weeks before the event □ Requests made within 1 week of the event may not be processed on time, especially if:
proper processing, approvals, and check delivery.
Processing Timeline for all reimbursements (LPOs, Check Requests, Travel reimbursement) Reimbursements will take 3-4 weeks Allow 3 business days for BSO internal processing before it is sent to DO Be aware of possible delays due to: Budget errors Missing signatures Missing/incomplete documents
BSO Processing Schedule:
 □ Check run is every Thursday at District Office □ Checks are cut the following Tuesday (bank in Ohio) □ Allow 5–10 business days for USPS delivery
Reimbursement Submission Checklist
Prepare Forms & Attachments:

- Mileage
- o Meal/Per Diem
- o Supplies/Materials
- o Travel-related costs
- ☐ Limited Purchase Orders (LPOs) for campus events:
 - o Need to include event flyer or agenda
 - List of attendees or invitees
- Attach:
 - o Original itemized receipts (DO NOT use personal flight credits/gift cards)
 - o Proof of payment (e.g., receipt marked "paid")
 - Event agenda (if applicable)
- Include correct budget codes
- □ Obtain all required signatures:
 - o Employee
 - o Supervisor/Manager
 - Area Administrator/Budget Authority (if required)

■ BSO Credit Card Usage & Limits (only for emergency basis - Need approval from a dean before asking BSO to use credit card)

Important Restrictions:

- **Solution** Food purchases are NOT allowed on the credit card
- Credit Cards: allowed in emergency situations or when a vendor does not accept PO's/Check
- Preferred Vendor for Food:
 - o Use **Pacific Dining** (an LRCCD-approved vendor) to simplify online requisitions
 - o For non-approved vendors (e.g., Panera), departments must:
 - Pay out-of-pocket
 - Request reimbursement via LPO
- **Special Circumstance:** If you're attending a conference and the vendor only accepts credit cards as a payment method (no checks or POs), please contact **Jorrena** for credit card authorization.
- Reminder: You are responsible for submitting a requisition to BSO to reconcile all credit card charges.



Approval Process:

- \square All Amazon requisitions require **two levels of approval**:
 - 1. BSO Approval
 - Max lines allowed per requisition is 25
 - Minimum order: approximately \$100
 - 2. District Office (DO) Purchasing Approval

Timing is Critical:

- OD has 10 days (including weekends) to approve

- *f* Follow-up Reminder:

If approval is pending, contact Jorrena to follow up with DO

Costco Instant Cash Checks

Availability:

Issued Monday-Wednesday, from 8:00 AM to 5:00 PM ONLY

After Purchase Requirements:

- - Avoid check bouncing
 - Ensure proper bank processing
- \square If you are not able to submit the original receipts:
 - o Scan and email the documents to BSO
 - o **Submit originals later** when you are able to

Note on Holidays:

- Checks may bounce if used on or around holidays due to limited staffing
- BSO will resolve bounced checks on the next business day

Mileage Reimbursements:

- Submit **Part I** of the travel form **before** submitting **Part III**, especially when claiming **mileage** reimbursement.
- Part I serves as the official request for travel approval.
- Part III: submit for reimbursement

- *attach google map directions and/or mileage log
- Submitting Parts I, II, and III together suggests the travel was not pre-approved, which may:
 - o Raise liability concerns
 - Question whether the traveler's whereabouts were accounted for during work hours
- **i** Budget Entries / Journal Entries: Required Backup
 - All budget and journal entries must include a backup tab to:
 - Improve processing times
 - o Ensure departments verify sufficient funds
 - • Common issues:
 - o Entries submitted with accounts that lack sufficient funds
 - Accounts used that do not exist
 - • Since departments already research the funding availability, please:
 - o Include a **screenshot** of the budget to confirm funds
 - o Provide **as much detail as possible** in the **description box** at the top of the Budget Entry (BE)
- The backup tab also acts as **supporting documentation** in the event of an **audit**.