



Professional Growth & Travel Process

Before you go:

1. **Read the District Travel Admin Regulations** (starts on page 63 of the 2009 Blue Book). **Sign District Annual Travel Authorization Form through district Sharepoint website:** <http://www.maricopa.edu/disclosure/>
2. **Copy a program, announcement or pre-program for the conference.** Obtain a MCCCCD Travel Authorization Request from Brenda Nelson (or your department secretary department secretary). Attach the copies of your program information.
3. **Fill out the MCCCCD Travel Authorization form.**
 - Indicate departure and return times to determine meals you can claim. See the Blue Book, Page 70 for per diem details. **(Departure/return times are from GCC or your residence; whichever you depart from/return to.) Per diem rates may also be found on the Cashier's website at <http://www.gccaz.edu/cashiers/10320.htm>**
 - Give an explanation of the benefits of this travel, specifically benefits to your students and the courses you teach.
 - Transportation = Airfare. Get the best possible rate, and be sure to include taxes and estimated luggage fees. If you choose to drive, you will only be reimbursed mileage costs equivalent to the lowest airfare to the location.*
 - Meals – Check the Arizona State per diem rate for the city to which you will be traveling. **** If not available, ask Brenda Nelson or Rosie Mays, FPG Travel Rep.**
 - Lodging – Obtain a quote from the hotel or estimate high. Check tax percentage in the city and round up! *Conference-designated* hotel expenses are covered in total. Non-conference hotel rate must be equal to or lower than the city index price.**
 - Registration Fee-Indicate all fees for the conference including registration and courses. Complete the FPG Request for Registration Fees form and send to Pam Joraanstad, FPG Advancement and Fees Rep.
 - Ground Transportation, Bus, Taxi, etc.–You may request up to \$100 for ground transportation. Request it even if you don't use it. **You must have receipts for ground transportation in order to be reimbursed more than \$25 for your entire trip.** You cannot request funds for parking.

Note: We are required to fill out a travel form even if there are no costs involved or you don't plan to request reimbursement. The travel authorization form is official documentation for insurance and accountability reasons. The only exception is travel to meetings and no cost events at other MCCCCD sites. A travel authorization form is required to use a college vehicle.

- Identify which days are workdays.
- Indicate that you are attending as a representative of MCCCCD.
- Your pay WILL continue. A substitute may or may not be employed; it is up to you and your department policy. The sub's pay WILL NOT be deducted from your pay.
- Leave account numbers blank.
- Be sure to include your registration fees (see next item) on this form if you are asking for reimbursement.
- Determine if you want your conference registration fees paid or if you want clock hours for horizontal advancement. You may find helpful info on the web page:

<http://www.mcli.dist.maricopa.edu/fpg/index.html>. A request for conference fees funding must be made before you travel, clock hours for horizontal advancement should be filled out after you return. **You cannot apply for both.**

4. Have your department chair sign the forms.
5. Send all signed forms, copies of conference information, hotel information and copies of airfare estimates to Brenda Nelson. Send all requests for conference fees to Pam Joraanstad.
6. Keep a copy of the forms and the conference packets for your records.

*Personal vehicle use may be reimbursed only if GCC fleet vehicles are unavailable. See travel policies.

**http://www.gao.az.gov/publications/SAAM/Supp_I_trvrates-012308.pdf or <http://www.gccaz.edu/cashiers/10320.htm>

IF YOU ARE APPROVED BUT YOU DON'T TRAVEL, NOTIFY ROSIE MAYS ASAP.

Within 30 days of your return:

1. Fill out Expense Claim Form A. You can use one form for both your traveling expenses and your registration fees. **ORIGINAL receipts are required.**
 - o One column = a day of travel. Enter all travel dates across the top
 - o Enter each meal amount as per the state per diem allowances. Receipts are not required for meals. Amounts cannot exceed the individual meal allotment, even if the daily total is the same. You will not be reimbursed for meals paid in your registration fee, even if you do not eat those meals.
 - o From your lodging receipt, total the dollar amount from each day (include taxes). Write it in the appropriate columns.
 - o If you requested registration fees, enter the dollar amount in the first column.
 - o If you flew, enter the total amount in the first column.
 - o If local transportation exceeds \$25 for the entire trip, you must provide original receipts.
 - o Calculate daily totals and a grand total.
 - o Sign it and have your department chair sign it.
2. Be careful to attach the required original receipts –hotel, airfare, and registration fees receipt, if asking for fee reimbursement. If the receipts are smaller than a standard letter sized paper, tape them to a full size 8 ½” x 11” sheet or to the back of one of your full sized receipts (the receipts are scanned at district and taping prevents machine jams). . When completed, send to Lori Clement in the fiscal office. Be sure to make a copy for your files.
3. If you want clock hours for horizontal advancement, go to <http://www.mcli.dist.maricopa.edu/fpg/index.html> and fill out one of the Non-Academic Advancement forms. These forms go to Pam Joraanstad. Include appropriate documentation.
4. Expense Claim Form B is used only for claiming mileage, which must be pre-approved.

Your check will be processed by district Accounts Payable and delivered to the fiscal office. You'll get a call when the check arrives, usually in less than two weeks.