

HAYWOOD COMMUNITY COLLEGE	BUSINESS SERVICES TRAVEL, TRANSPORTATION AND ALLOWANCES	Procedure 6.3.4.1
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In order to travel on college business, all individuals must first complete the [Away from Campus/Travel Advance Request Form](#) and acquire all required signatures of approval.

A. Away from Campus/Travel Advance Request Form

1. First on the “Away from Campus/Travel Advance Request Form”, complete the “General Information” section as well as estimated total expenditures. The employee’s supervisor must complete the “Source of Funds” section and the “Departmental Budget” section that will cover the cost of the travel. Also, the supervisor must mark all boxes that apply if receiving per-diem rates in excess of the State allowed rates as listed in the [N.C. Community College Accounting Procedures Manual and Reference Guide](#), Section 1: Fiscal Procedures.
2. Second on the “Away from Campus/Travel Advance Request Form”, the employee, supervisor and the Executive Director/Vice President/or President must sign to authorize the travel. This gives permission for the employee to be away from campus on College businesses and is required for insurance purposes.
3. The last section of the “Away from Campus/Travel Advance Request Form” is the “Travel Advance Request”. An employee may request an advance for lodging and meal expenses. This advance will be made available to the employee no more than five business days before the trip. Use the “Travel Advance Expense Worksheet” to assist in determining the amount of the advance. In order to receive an advance, the following must be submitted: 1. Original “Away From Campus/Travel Advance Request Form”; 2. Conference/Meeting Agenda; 3. Hotel Confirmation.
4. Once the “Away from Campus/Travel Advance Request Form” is completed, it must be scanned and uploaded to the Travel/Transportation (Kayako) Work Order Ticket and a copy submitted to the college Business Office.
5. Travel advances must be reconciled and finalized within two weeks of returning from the trip. Not doing so could result in the denial of future advances. Reimbursements of travel funded with state funds may not be available until the end of the month. Please use the [Travel Reimbursement Form](#) and submit original receipts expenses (receipts for meals are not required).

In order to reserve any college owned passenger vehicle for travel, all individuals must first complete the [Travel/Transportation \(Kayako\) Work Order Ticket](#).

B. Reserving a College Owned Passenger Vehicle

1. To reserve a College owned passenger vehicle a “Travel/Transportation (Kayako) Work Order Ticket” must be submitted. All fields of the “Travel/Transportation (Kayako) Work Order Ticket” must be complete. Note: Ticket cannot be submitted until all fields, including required attachment uploads, have been completed.
2. A fully executed “Away from Campus/Travel Advance Request Form” must be scanned and uploaded to the “Travel/Transportation (Kayako) Work Order Ticket” before the ticket can be submitted.
3. For trips including one or more students, a “Haywood Community College Participant List with Emergency Contact Information” form must be completed prior to trip departure and the original dropped off in the Drop Box located at the Campus Development Motor Pool Area and a copy submitted to the appropriate Departmental Assistant and to the Vice President of Instruction’s Office. It is the sole responsibility of the Authorized Employee listed on the “Away from Campus/Travel Advance Request Form” to properly complete this task before any trip involving students departs from the College campus.

Prior to confirmation of reservation for any college owned passenger vehicle, the [Away from Campus/Travel Advance Request Form](#) and the [Travel/Transportation \(Kayako\) Work Order Ticket](#) both must be approved per 6.3.4.1A and 6.3.4.1B.

C. Receiving College Owned Passenger Vehicle

1. If all items in 6.3.4.1A and 6.3.4.1B are completed and approved, you will receive an email correspondence/update on the “Travel/Transportation (Kayako) Work Order Ticket” you have submitted. This correspondence/update will confirm your reservation time/vehicle and provide instructions on picking up the keys and vehicle.
2. If reservation has been completed but vehicle is no longer needed, the individual must update the “Travel/Transportation (Kayako) Work Order Ticket” with a note stating the change so that the vehicle can be made available to others.

D. Procedure Audits

1. Random audits will be conducted to insure procedure is being followed. Failure to comply with the procedure could result in disciplinary action.

Adopted: 06-07-2017