

Travel Process as of 9/1/2021: **REVISION – See Item 4 – text in bold.**

The Controller's Office has had to streamline the travel process effective September 1, 2021. We will no longer encumber funds from your budgets upon receipt of a Prior Approval Travel request. Departments are responsible for tracking anticipated travel dollars spent to ensure that a traveler is reimbursed upon return to campus.

Additional changes are outlined below:

1. Zoom conferences with registration fee to be paid by check (no other travel costs) – complete a Check Request and forward to Accounts Payable. Include appropriate backup documentation. **DO NOT COMPLETE A PRIOR APPROVAL FORM.**
2. Zoom conferences with registration fee to be paid by credit card (no other travel costs) – complete an electronic requisition and Purchasing will pay via credit card. Include appropriate backup documentation. **DO NOT COMPLETE A PRIOR APPROVAL FORM.**
3. Prior Approval form with registration fee to be paid by check and includes airfare, hotel, car rental, Uber/Lyft– please complete a Prior Approval form with all back-up attached and send to the Controller's Office. We will issue a Trip Number to the traveler. Then:
 - the Prior Approval will be used to process a check for registration in lieu of submitting a separate Check Request.
 - the traveler will contact DePrez using the trip number to secure airfare as normal or can book airfare out of pocket.
 - the traveler will be responsible for booking hotel out of pocket as normal.
 - the traveler will contact Enterprise to book car rental (the following is required at booking: Billing #16650722 and Rental #29C3856).
 - the traveler will be responsible for booking Uber/Lyft – be aware of tipping as we have found that in some major cities, travelers are doubling the tip in error.
4. Prior Approval form with registration fee to be paid by credit card and includes airfare, hotel, car rental, Uber/Lyft – please complete a Prior Approval form with all back-up attached and send to the Controller's Office. We will issue a Trip Number to the traveler. Then:
 - **the traveler will give the Prior Approval form with a trip number to the Student Accounts Office (Bldg. 6 Room 201) when signing out a college-owned credit card to pay for the registration fee ONLY. The college-owned credit card must be returned to the Student Accounts Office within approximately one hour of sign out with a copy of the receipt and/or a registration confirmation document.** Please follow bullet #3 above for booking airfare, hotel, car rental, Uber/Lyft.

Travelers are still required to obtain VP approval on trips exceeding \$1,000.00 if using Operating dollars. Travel forms should be sent to travel@monroecc.edu for processing.