

As advertised in the *Tribune* on December 6, 2021, the Controller's Operations has streamlined the travel process. Effective this fiscal year:

- Submit your travel documents to [travel@monroecc.edu](mailto:travel@monroecc.edu) for processing
- Contact Accounting Services representatives to discuss your travel questions at Ext. 2138 or Ext. 2161

Accounting Services will no longer encumber funds from your budget 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. You may submit electronically to [accountspayable@monroecc.edu](mailto:accountspayable@monroecc.edu) **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 or [travel@monroecc.edu](mailto:travel@monroecc.edu). 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. DePrez contact number: 585-442-8900 Option 3
  - the traveler will be responsible for booking hotel out of pocket as normal.
  - the traveler will contact Enterprise to book car rental. Enterprise contact number: 585-359-3500. The following is required at booking to identify MCC: Billing #16650722 and Rental #29C3856.
  - the traveler will be responsible for booking Uber/Lyft – be aware when 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 or [travel@monroecc.edu](mailto:travel@monroecc.edu). We will issue a Trip Number to the traveler. Then:
  - **the traveler will present the Prior with a Trip Number to the Student Accounts Office (Bldg. 6 Room 201) to sign 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 an hour of sign out.** 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.