
Overview of Travel Process

March 7, 2025

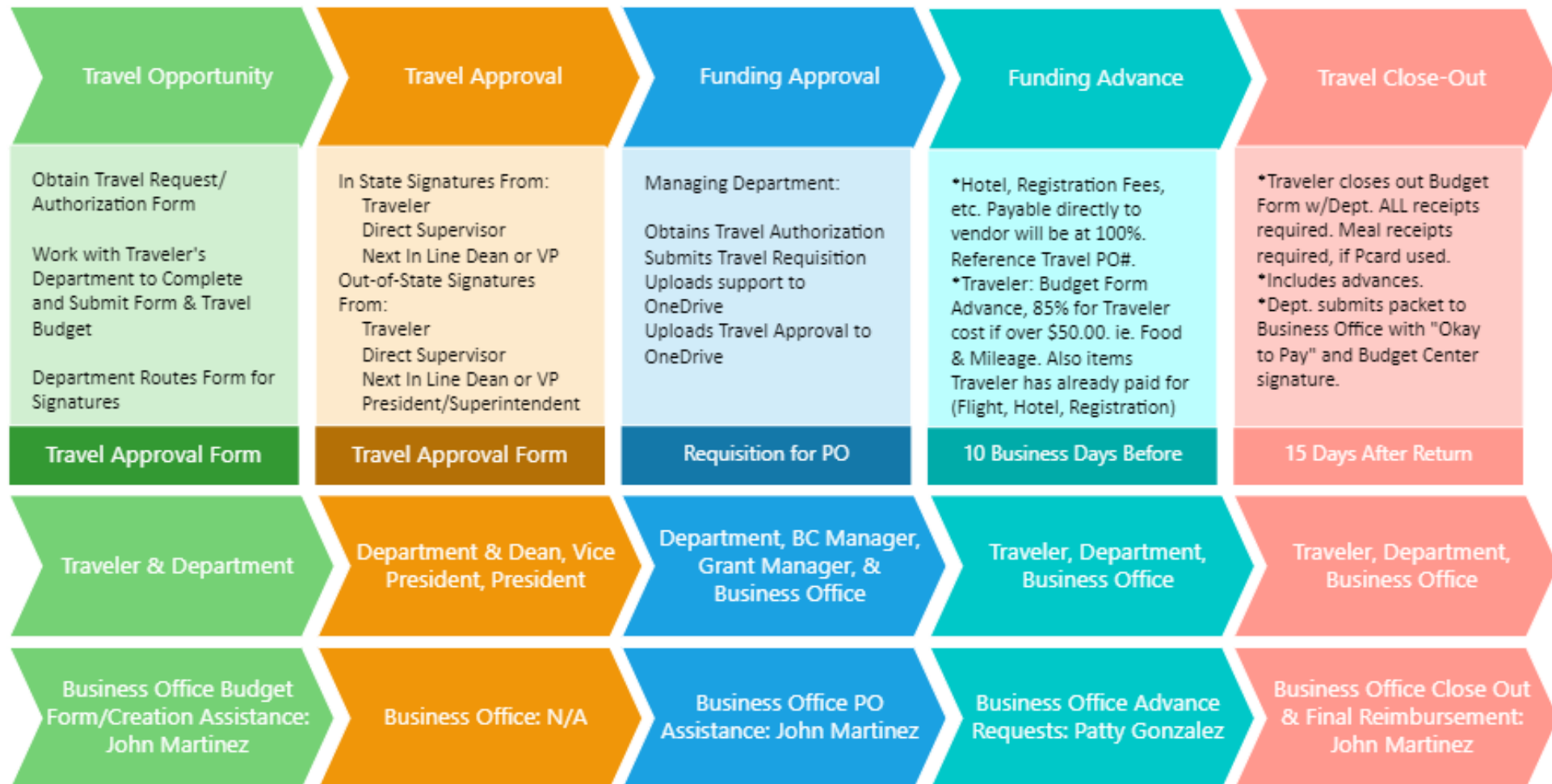
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Travel Funding Flow

Staff & Faculty Travel Funding - Flow

AP 6390



Travel Process – Checklist

- ☐ Complete Travel Authorization/Request Form
 - ☐ Submit Requisition
 - ☐ Upload Support Documents **as a packet** (travel authorization/request form, travel budget worksheet, announcements, agendas) in Self-Service
File Name Format: REQ #, Traveler Name, Conference/Workshop Name Date of Submission (i.e. REQ0000000 Smith, John - PAPA Conference 081423)
 - ☐ Obtain Purchase Order #
 - ☐ For Flights and/or Lodging; and/or Car Rental reservations (NOTE: car rentals will need prior approval by email from V.P. of Administrative Services) – please see [interim plan beginning March 1, 2025 through May 31, 2025](#). For further information, refer to [AP 6390](#) under “Other Transportation Expenses” and “Lodging & Hotel Accommodations” for additional guidance.
 - ☐ OPTIONAL: Request Advance (85% for mileage & meals; 100% directly to vendor) w/ travel budget worksheet & support documents (vendor invoices) and copy of Purchase Order to Accounts Payable 10 business days prior to travel date
 - ☐ Post-Travel / Closing – submit to Accounts Payable the travel budget worksheet & support documents (applicable receipts)
-

Travel – Details (5 W's & 1 H)

☐ **WHO** – Submit a requisition for EACH individual

Description

☐ **WHAT** – Name of event

☐ **WHEN** – Travel Dates

☐ **WHERE** – City, State (for Out-of-State travel NEED Superintendent/President's approval)

☐ **WHY** – Purpose of trip

HOW - Estimated Expenses

☐ Registration Fee

☐ Mileage (R/T) – annual adjustment commences every January 1st, sometimes a mid-year adjustment commences July 1st

☐ Bridge Toll

☐ Parking Fee (Garage/Facility)

☐ Airfare

☐ Airport Parking

☐ Car Rental / Shuttle (if needed, but will need prior approval by email from V.P. of Administrative Services)

☐ Lodging (NO VRBO or Airbnbs – see webpage “Travel Restrictions”)

☐ Lodging Parking Fee

☐ Meals (B/L/D) – use per diem amounts (see webpage “Meal Reimbursement Per Diem Amounts”)

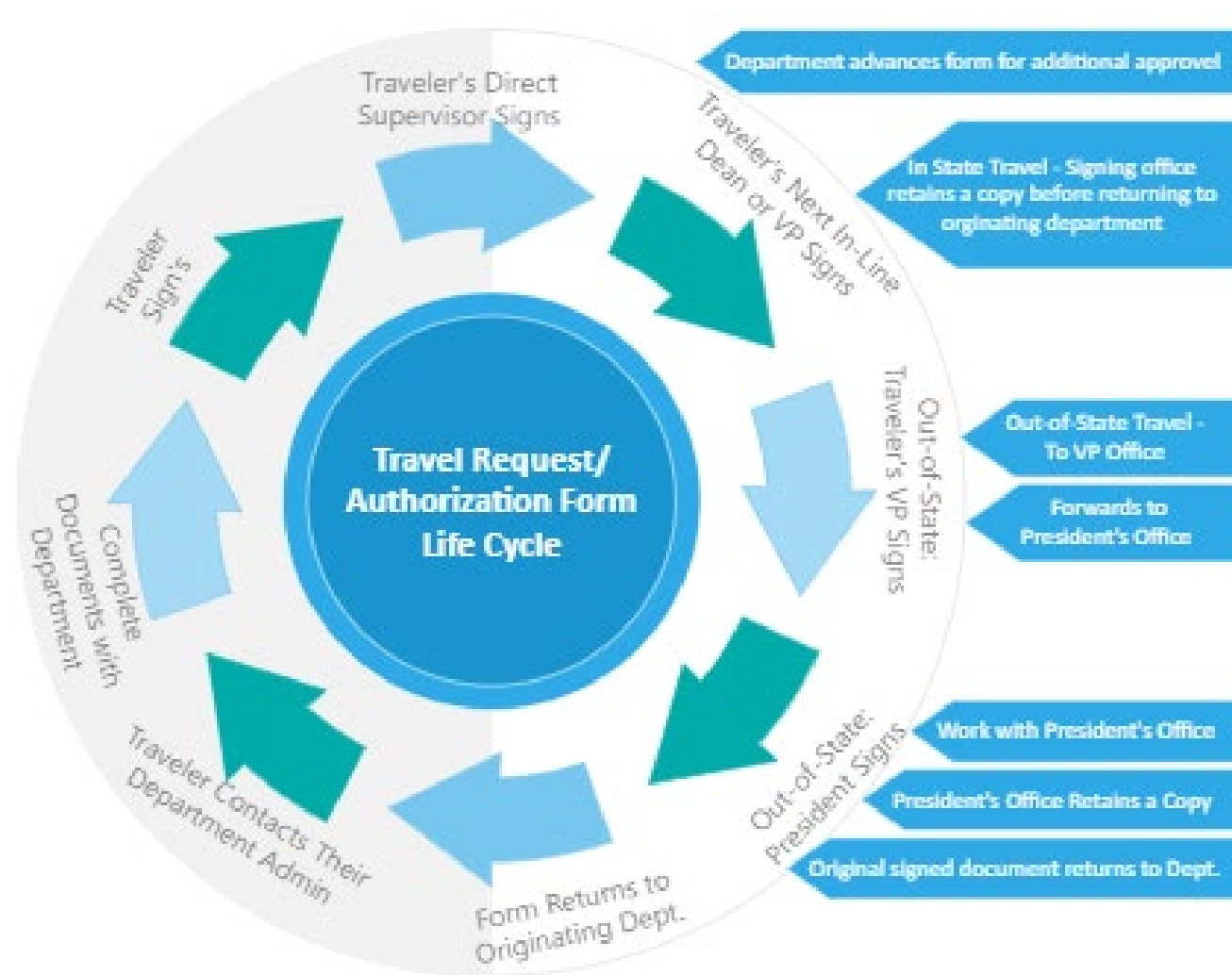
RESOURCES:

AP 6390 Travel <https://go.boarddocs.com/ca/nvccd/Board.nsf/goto?open&id=CVDTPU777800>

Travel Restrictions (see webpage – under “Travel”) <https://www.napavalley.edu/about/administrative-services/business-finance/forms-guidelines.html>

Travel Info. <https://www.napavalley.edu/about/administrative-services/business-finance/forms-guidelines.html>

Travel – Life Cycle of the Travel Request Authorization Form



Travel – Travel Request Authorization Form

1st STEP Form needs to be completed by Traveler and signed by approvers, depending on location of travel.

Also, **complete “Travel Budget Worksheet”** and attach to authorization form when circulated for signatures.

Documentation Backup:

Obtain a source document for every expense line item claimed for the requisition packet.

◇ **TRAVEL REQUEST/AUTHORIZATION FORM** – Out-of-District/Overnight Travel
V. 9/12/2023

Travel is conducted as a representative of the District and as part of assigned duties. Travel Policy rules must be followed (refer to AP 6390).

Form Origination:

Department: _____ Return Form To: Name _____ Phone Ext. _____

Section I. Traveler Information

Full Name: _____ Colleague ID#: _____

Department: _____ Faculty/Classified/Administrator/Confidential (Circle Applicable)

Section II. Trip Information

Type of Travel: In-State/Out-of-State*/Outside of the Lower 48 States** (Circle Applicable)A

Event Type/Purpose: _____
Conference/Webinar/Training/Athletic Event/Field Trip/Professional Development/Legal/Funding Requirement (Circle Applicable)

Event Title: _____

Event Website (providing information of the event): _____

Event Location: City _____ State _____ Country _____

Event Dates: START ____/____/____ END ____/____/____ Travel Dates: LEAVE ____/____/____ RETURN ____/____/____

If an employee is combining personal travel during their work travel, the employee will only be reimbursed for expenses incurred during the District's business portion of the trip. If personal travel is included, please provide dates of personal travel below:

Personal Travel Dates: Before ____/____/____ to ____/____/____ and/or After ____/____/____ to ____/____/____

Will you be a Participant, Event Coordinator, Volunteer, or Presenter? How will the Department/College benefit from your participation?
Attach additional pages, if needed.

(Text)

Attach supporting documents as needed, including conference information, agenda, and materials to be presented (if applicable).

Section III. Funding

Attach Travel Budget. Use the spreadsheet from the Business & Finance Office.
Travel requisitions are submitted by the Traveler's department (see Section V. for more information).
This signed form is submitted as a travel requisition supporting document.

Grand Total for Funding Requested \$ _____ LOCAL/STATE/FEDERAL Funding (Circle One)

Travel – Travel Budget Worksheet

TRAVEL BUDGET WORKSHEET											
version 10/18/23											
Claimant Name:					Colleague ID #:						
Event Name/Title:					P.O.#:						
Destination (City, State):											
EXPENSE DETAILS				PRE-TRIP - ESTIMATED EXPENSES			POST TRIP - ACTUAL EXPENSES (ALL)				
		Date Start	Date End	Budgeted	*Advance: 85% for Mileage & Meals (If not needed, change to \$0.00)	Vendor Check	Actual Cost All Expenses	Less: Advances/ Vendors Payments	Less: Purchase Card Charges	NVC PCard Holder Last Name/Last 4 Digits	Staff Reimbursement
Registration:	Event Dates	mm/dd/yy	mm/dd/yy								
Registration Fee				\$ -		\$ -	\$ -	\$ -	\$ -		\$ -
Additional Fees (Specify):				\$ -		\$ -	\$ -	\$ -	\$ -		\$ -
Flying to Event:	Flight Dates	mm/dd/yy	mm/dd/yy								
Airfare				\$ -		\$ -	\$ -	\$ -	\$ -		\$ -
Airport Parking				\$ -			\$ -		\$ -		\$ -
Mileage* To/From - NVC or Home/Airport		\$0.655	0	\$ -	\$ -		\$ -	\$ -			\$ -
Tolls				\$ -			\$ -				\$ -
Carpooling with? Staff Name											
Driving to Event:	Drive Dates	mm/dd/yy	mm/dd/yy								
Mileage* To/From - NVC/Home-Location		\$0.655	0	\$ -	\$ -		\$ -	\$ -			\$ -
Additional Mileage During Event		\$0.655	0	\$ -			\$ -				\$ -
Tolls				\$ -			\$ -				\$ -
Event Parking				\$ -			\$ -		\$ -		\$ -
Carpooling with? Staff Name											
Lodging:	Lodging Dates	mm/dd/yy	mm/dd/yy								
Lodging Reservation				\$ -		\$ -	\$ -	\$ -	\$ -		\$ -
Lodging Parking				\$ -			\$ -		\$ -		\$ -

Travel - Requisitions

Colleague Self-Service

Hello, Welcome to Colleague Self-Service!

Choose a category to get started.



Student Finance

Here you can view your latest statement and make a payment online.



Tax Information

Here you can change your consent for e-delivery of tax information.



Student Planning

Here you can search for courses, plan your terms, and schedule & register your course sections.



Grades

Here you can view your grades by term.



Student Finance Admin

Here you can view the Student Finance information as a student would so you can help the student with any questions.



Financial Aid

Here you can access financial aid data, forms, etc.



Employee

Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.



Courses and Sections

Here you can view and search the course catalog.



Financial Management

Here you can view the financial health of your cost centers and your projects.

Travel - Requisitions

Colleague Self-Service

[Daily Work](#) · [Financial Management](#) · Financial Management Overview

Financial Management Overview



Approve Documents
Here you can approve a list of financial documents.



Budget to Actuals
Here you can view the financial health of your cost centers.



Finance Query
Here you can query your financial data.



Receive Goods and Services
Here you can receive or reject purchase order line items.



Budget Development
Here you can create and maintain your budget.



Procurement
Here you can create and maintain your procurement documents.



Projects Accounting
Here you can view the financial health of your projects.

Travel - Requisitions (Create)

Colleague Self-Service

Document Type *

Requisition



Requisition Date *

9/13/2023



Initiator

Initiator Lookup



Confirmation Email Address *

xxxxx.xxxxx@napavalley.edu

Add email addresses separated by commas

Ship To *

01 Napa Vly College Main Campus



Desired Date

9/27/2023



Vendor ID

Vendor Lookup

Individual



AP Type

TR11 Travel, Unrestricted Fund



AP Type:

begins w/ TR #

Tax Code 1 **NO SALES TAX**

None



Tax Code 2

None



Approvers

Approval Date

Next Approvers

Next Approver Lookup



Printed Comments

Can also replicate "internal comments" here, if need to.

Internal Comments

WHO – Traveler

WHAT – Name of Event

WHEN – Travel Dates

WHERE – City, State

WHY – Purpose of Trip

Travel - Requisitions (AP Type)

AP Type begin w/ TR#:

Use the following AP Types for requisition entry. Not Applicable to Fund 41, 79, 82, or 83.

TR11 – Travel, Unrestricted (District) Funds, Fund 11

Use with codes beginning with Fund 11: 11-XXXXXX-XXXX-552XX-XXXX

TR12 – Travel, Restricted Funds, Fund 12

Use with codes beginning with Fund 12: 12-XXXXXX-XXXX-552XX-XXXX

TR71 – Travel, ASNVC, Fund 71

Use with codes beginning with Fund 71: 71-XXXXXX-XXXX-552XX-XXXX

TR72 – Travel, ASNVC Student Rep Fee, Fund 72

Use with codes beginning with Fund 72: 72-XXXXXX-XXXX-552XX-XXXX

TR79 – Travel, Trust Accounts, Fund 79

Use with codes beginning with Fund 79: 79-XXXXXX-XXXX-9XXXX-XXXX

Requisitions – Budget Code String & Definitions

For **NEW** or to **CONFIRM** budget code, schedule mtg. w/ Controller.

FUND*	ACTIVITY	PROGRAM	OBJECT NO.	BUDGET CENTER/LOCATION
XX (2-digit)	XXXXXX (6-digit)	XXXX (4-digit)	XXXXX (5-digit)	XXXX (4-digit)

- | | | |
|-----|------------------------------|---|
| (A) | FC – FUND | A two-character code used to differentiate between the District’s accounting funds. |
| (B) | ACTIVITY | A six-character code representing the instructional activities defined in the Chancellor’s Office Taxonomy of Program (TOP). It also designates the administrative and support activities of the District. This field is used for the required state level reporting by activity and object set forth on form CCFS311. |
| (C) | PG – PROGRAM | A four-character code used to identify different special programs/projects in order to meet state, federal, and internal reporting requirements. It also designates the funding source of the programs. |
| (D) | OBJECT OF EXPENDITURE | A five-character code representing the general ledger class and the object of expenditure (revenue, assets, liability, and fund equity categories) prescribed by the Budget and Accounting Manual for California Community Colleges. The first character identifies the General Ledger class; the next two characters conform to state codes; and the last two characters provide additional detail for internal use. |
| (E) | BUDGET CENTER | A four-character code representing the various organizational units of the District. The first character represents the major division of organizational units; the next two characters identify the cost centers within each major division and the fourth character identifies the location associated with each budget center. |

Travel - Requisitions (Object No.)

55210 Conferences and Seminars – Out-of-State & International (*NEW*)

Include all expenditures associated with conferences and major seminars such as meals, transportation, hotel, registration fees, parking, bridge tolls, etc.

Out-of-State Travel requires Superintendent/President approval; International Travel requires Board of Trustees approval

55211 Conferences and Seminars

Includes registration fees for Online Seminars or Conferences.

Include all expenditures associated with conferences and major seminars such as meals, transportation, hotel, registration fees, parking, bridge tolls, etc.

No lodging reimbursed for under 50 miles of primary residence. No meals reimbursed for travel within 30 miles of work site.

55212 Travel

No lodging reimbursed for under 50 miles of primary residence. No meals reimbursed for travel within 30 miles of work site.

In-District Travel: Cost of mileage & parking within the district incurred when travel inside district boundaries is required in the performance of assigned duties.

Out-of-District Travel: Cost of mileage and associated costs incurred when travel outside district boundaries is required in the performance of assigned duties. Other associated costs include necessary meals, parking fees and bridge toll.

55214 Field Trips (Students)

This includes mileage and all reimbursable expenses in connection with field trips. Reimbursable expenses may include meals, lodging, bridge tolls, and parking fees.

55215 Transportation, Board & Lodging (Athletics, Study Abroad, and DAS only)

This includes mileage and all reimbursable expenses in connection with inter-collegiate athletics. Reimbursable expenses may include meals, lodging, bridge tolls and parking fees.

Travel - Requisitions (Create)

Items

Line Items	Description	Vendor Part	Quantity	Unit	Price	Extended Price
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New Item

Description *

Vendor Part

Quantity *

1

Unit

None

Price

Extended Price

\$0.00

Each line item relates to “**HOW** - Estimated Expenses” on the checklist

Even if it is being charged to the District Purchase Card, the expense still needs to be included on this original requisition.

GL Account *

Search by GL Account...

Q≡

Project

None

Quantity

0.000

Percent

100.000

Amount

0.00

GL Account:
For new or to confirm budget code, contact Budget Analyst.






Add GL Account

Cancel

Add Item

Travel – Requisitions (Create) – SAMPLE of Line Items

Items

Line Items	Description	Vendor Part	Quantity	Unit	Price	Extended Price	
1	Registration Fee		1.000		\$570.0000	\$570.00	 
2	Meals		1.000		\$129.0000	\$129.00	 
3	Lodging		1.000		\$687.0000	\$687.00	 
4	Mileage (R/T NVC-Oakland Intl Airport)		1.000		\$63.2800	\$63.28	 
5	B Bridge Toll (Carquinez)		1.000		\$7.0000	\$7.00	 
6	Airfare (R/T OAK-SBA)		1.000		\$369.9500	\$369.95	 
7	Airport Parking (Economy)		1.000		\$72.0000	\$72.00	 

Travel - Requisitions (View)

Requisition Status

- Not Approved – awaiting approval tree (prompt next in line approver to approve requisition)
- Outstanding – awaiting review and P.O. creation
- PO Created – requisition has been created to a PO #

MUST do periodic checks on status to follow-up on requisition process.

Purchase Order Status

- Outstanding – awaiting receiving and invoicing
 - Accepted – items have been received
 - Invoiced – invoice has been received and voucher to pay has been created by Accounts Payable
 - Paid – check has been issued
 - Reconciled – check related to this has been reconciled within Colleague once cleared with bank
 - Closed – P.O. has been closed
 - Void – PO. has been voided
-

Travel – Interim Plan

March 1, 2025 through May 31, 2025

Pcards will be **temporarily** used for the following:

- Flights
- Lodging
- Car Rental (if needed, but will need prior approval by email from V.P. of Administrative Services)

The **regular travel process** will continue for reimbursements on the following expenses:

- Registration Fee
- Airport Parking
- Mileage
- Tolls
- Event Parking
- Lodging Parking
- Alternative Transportation
- Car Rental Fuel
- Meals

Registration:	Event Dates
Registration Fee	
Additional Fees (Specify):	

Flying to Event:	Flight Dates
Airfare	
Airport Parking	
Mileage* To/From - NVC or Home/Airport	
Tolls	
Carpooling with? Staff Name	

Driving to Event:	Drive Dates
Mileage* To/From - NVC/Home-Location	
Additional Mileage During Event	
Tolls	
Event Parking	
Carpooling with? Staff Name	

Lodging:	Lodging Dates
Lodging Reservation	
Lodging Parking	
Lodging Shared with? Staff Name	

Transportation During Event:	
Mass Transit/Taxis/Uber/Lyft (Not Applicable for Meals if prov	
Car Rental (with VPAS Approval)	
Car Rental Fuel	

Meals* - Use Chart Below	
Breakfast (total)	
Lunch (total)	
Dinner (total)	

NOTE: Currently in process of establishing a vendor to handle flights, lodging, and car rental reservations.

Stay tune for updates.

Temporary Adjustment to Travel and Purchase Card Policies Memo <https://www.napavalley.edu/about/administrative-services/business-finance/documents/memotempadjtotravelpurchasecdpolicies.pdf>

Post Travel (Close-Out) – Checklist

When submitting to Accounts Payable, the packet should be in the following order:

- ☐ Travel Budget Worksheet
- ☐ Travel Authorization/Request Form – complete “Post Trip – Actual Expenses (ALL)”
*Also accounts for Meal reimbursement (receipts not required; will only be reimbursed “per diem” amounts) **NOTE:** tips are non-reimbursable
- ☐ Footnotes – Attach (if needed) to explain documentation
- ☐ Agenda (helps determine non-reimbursable meals)
- ☐ Mileage (include directions with mileage total)
- ☐ Parking at Event, Lodging, or Airport receipt (if receipt is not an option, then a photo of parking charge signage will be acceptable)
- ☐ Bridge Toll (receipt or copy of FasTrak statement showing transaction)
- ☐ Transportation receipts (Uber, Lyft, Taxi) **NOTE:** tips are non-reimbursable

Also include, even if it was paid in advance:

- ☐ Registration receipt – note submission date on receipt
 - ☐ If the District Purchase card was used due to no other option, then include a copy of the statement showing the charges related to the travel and copies of receipts related to the purchase card transactions.
 - ☐ PO – Attach a copy as the last page of document
 - ☐ Staple all documents together (NO PAPERCLIPS)
 - ☐ Submit close-out packet to Accounts Payable
-

Travel – Reminders . . . *“It’s all about efficient planning”*

NOTE: The Business & Finance Office ONLY APPROVES the funding for the travel, NOT the approval to attend the travel.

Prior to Travel

- NON-REIMBURSABLE expenses: meals outside the per diem amount, alcoholic beverages, tips, fuel (unless it is for a car rental), WI-FI (see I.T. for hotspot access). etc.
- Traveler submits Travel Request/Authorization form to their department.
- Once Travel Request/Authorization form has been approved, department submits a requisition for the traveler.
- Upload Support Documentation **as a PACKET** in Self-Service
 - ☐ Travel Request/Authorization form
 - ☐ Travel Budget worksheet
 - ☐ Event announcements, agenda, maps, affiliated quotes

File Name Format: REQ #, Traveler Name, Conference/Workshop Name Date of Submission (i.e. REQ0000000 Smith, John - PAPA Conference 081423)

- Requisition is approved and the P.O. is created.
- For Flights and Lodging; car rentals (if needed) – please **see interim plan beginning March 1, 2025 through May 31, 2025.**

Advance Payments

- For Vendor Payments – 100% directly to vendor. Confirm a W9 is on file. If not, submit a complete and signed W9 form & “Vendor Application” to the Business & Finance Office (email: john.martinez@napavalley.edu)
- For Advance Payments – can receive an 85% advance for meals and mileage, Submit Travel Budget worksheet indicating advance along with hardcopies of support documents referencing the assigned P.O. # to Accounts Payable 10 business days prior to travel date

Post Travel

- Travel Close-Out - submit Travel Budget worksheet along with hardcopies of ALL detailed invoices/receipts (NOT quotes or estimates) related to the travel to Accounts Payable with “Okay to Pay”, Signature, and P.O. # directly on invoices/receipts (this also includes detailed receipts/statement related to the District Purchase Card charges).
-