

Name _____

For Office Use: CC# _____

TRAVEL FLOW CHART

- 1) Complete and Sign the appropriate Travel Authorization Form at the link below. Go to Travel Forms and Resources. <https://www.vvc.edu/welcome-fiscal-services>
 - a. Virtual Travel Authorization
 - b. Travel Authorization (outside of District)
 - c. Local Travel Authorization (within District)
- 2) Create Requisition in Financial 2000 and list the Requisition number on the top of the Travel Authorization Form
- 3) Send the **Original** Travel Authorization Form to Accounts Payable to request a credit card
 - A. Attach Agenda or Schedule for the conference to the travel authorization
- 4) Forward any receipts for charges against this credit card to Accounts Payable prior to travel if charges have been made prior to attending the conference
- 5) The District Credit card is due back in Fiscal Services the first business day after returning from travel
- 6) **Within 5 business days of returning** from the conference: Return credit card and all itemized receipts to Accounts Payable with a signed and completed reimbursement form (see the bottom half of your submitted Travel Authorization form
 - A. All receipts are to be originals
 - B. Tape smaller receipts onto 8 x 11 paper to prevent them from being separated and lost
 - C. Complete the lost receipt memo if receipts cannot be found and signed for any receipts that are not itemized or lost.
 - D. Note the last 4 digits of the District Credit card number used and the PO number on the final travel authorization/reimbursement and submit to Accounts Payable.
 - E. **Sign here to acknowledge you are aware ALL RECEIPTS WILL BE RETURNED BY THE DATE BELOW**

Signature _____ Receipts Due: _____

- 7) All personal expenses along with district paid/charges are to be documented on reimbursement portion to compare with original allowed budget estimates on travel authorization. Attendee's **Signature is required** at bottom of the expense report.