

San Diego Mesa College Travel Process

Travel authorizations (TA) must be submitted through the PeopleSoft system for approval. All travel with expenses must be submitted and approved in PeopleSoft before the travel takes place.

If you need assistance with submitting a travel authorization or an expense report, please contact Business Services (ext. 2771). Also, you can send your travel inquiries and documents for submittal to MesaTravel@sdccd.edu. Please send all documents in one email.

It is the traveler's responsibility to assure that their travel is submitted and approved in People Soft prior to the conference.

Required Forms and Approvals for Travel

The documents required for travel are a completed Preauthorization Travel Form and back up travel documents (e.g. conference registration, conference agenda/schedule, hotel reservation, airfare reservation, mileage map for driving, GSA per diem rates for hotel and meals). The traveler needs to provide the Preauthorization Travel Form to their manager/dean and budget owners for review and approval.

There are fields on the form for required signatures, budget numbers, and approved amount of funding. If the Preauthorization Travel Form is incomplete or back up travel documents are not provided the traveler will not be able to move forward with the travel process.

The Preauthorization Travel Form and other supporting travel documents will need to be attached to the travel authorization in People Soft when submitted for approval.

Preauthorization Travel Form can be found at <https://www.sdmesa.edu/college-services/administrative-services/forms/index.shtml>

Funding for Travel

There are various sources of travel funding for all employees. Please work with your department to seek funding. If you are unable to secure funding from your department there are various sources such as the Conference and Travel Committee or other grants and special funding that could provide funds. The individuals who oversee the funding will provide you with the budget number, the approved amount of funding, and approved with a signature on the Preauthorization Travel Form.

Employees can pay for their travel expenses out of pocket or request that SDCCD prepay certain expenses.

Prepaid Travel Expenses

Travel expenses (e.g., conference registration, hotel reservation, airfare) can be prepaid by SDCCD. Please identify the expenses that you request to be prepaid. Confirm with the conference vendor and the hotel that they will accept payment via check. Also, contact Business Services to confirm that the conference vendor and hotel are approved suppliers with SDCCD. Additional paperwork might be required for this process. Please refer to the timeline for submitting travel for prepayments.

Travel Expenses Paid w/ Cal Card

Please contact Business Services to request travel expenses to be paid with the Cal Card. Each request will be reviewed and approved on a case-by-case basis.

U.S. General Service Administration (GSA) Per Diem Rates- Lodging and Meals

Per AP 7400, lodging facilities identified by the conference or event shall be reimbursed. When no lodging has been identified by the conference or event reimbursement for lodging will be the lower cost the actual cost or the rates provided by the GSA. Rates vary and are established by location of the conference.

Meal and incidental per diem rates are established by the GSA. Meals provided as part of the conference or during a meeting must be deducted from the traveler's daily per diem as per the USGA's M&IE rates. Rates will vary by location of where travel begins and ends.

You will need to provide a copy of the per diem rates as part of your backup travel documents when submitting your TA. Please use the link below to obtain the current GSA rates for lodging and meals.

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

Transient Occupancy Tax

Per AP 7400, some hotels and other lodging establishments charge a special local tax called Transient Occupancy Tax (TOT). However, most cities and municipalities who have this type of tax allow exemptions to representatives or employees of government agencies and non-profit organizations who are on official business travel. When traveling to a city or location where this type of tax is imposed, District travelers are encouraged to present a Transient Occupancy Tax Waiver form to the hotel/motel at the time of registration or reservation. Waiver is available on the Business Services Forms page.

International Travel

International travel must be approved by the Chancellor. Please work with your dean or supervisor to coordinate approvals with the President's Office. The approval which usually comes in the form of a memo or email will need to be part of your back up travel documents and submitted with the travel authorization in PeopleSoft.

Student Travel

Students who will be traveling on behalf of the District need to have completed the required SDCCD student travel documents. Their expenses will be accounted for under the travel authorization of the SDCCD employee who will be attending the conference/event with them. The forms will need to be submitted with the employees TA in People Soft.

https://www.sdccd.edu/docs/SSDept/Brochures/Student_Travel_Guidelines.pdf

Below are the steps for the travel process.

1. Fill out Preauthorization Travel Form
2. Submit the completed form and back-up travel documents to manager/dean. Travel will be approved if appropriately related to work.
3. Secure funding and approval from budget manager.
4. Once the Preauthorization Travel Form is fully completed and approved, submit travel authorization in People Soft for approval. Preauthorization travel form and supporting travel documents must be attached to the TA in PeopleSoft.
***Contact Business Services for assistance with inputting Travel Authorization into People Soft.**
5. Submitted TA will go through approval process in PeopleSoft, and final approval will come via email from Mesa President.

Timeline to Submitting Travel in PeopleSoft

If submitting a TA with out-of-pocket expenses and requesting a refund to employee submit travel authorization with completed and approved Preauthorization Travel Form and back-up documents 5-6 weeks prior conference to ensure Travel Authorization is approved in PeopleSoft.

If submitting a Travel Authorization with pre-paid expenses, submit travel authorization with completed and approved Preauthorization Travel Form and back-up documents at least 6-8 weeks in advance to ensure there is enough time for the Travel Authorization to be approved in PeopleSoft and a Payment Request to be processed to pay vendor for expense. Also, remember to keep in mind that your conference or hotel might have their own payment deadlines, and approval might need to be processed sooner.

Closing Out Travel

Once travel is completed an Expense Report (ER) needs to be submitted in PeopleSoft. The ER will need to have attached receipts for your approved expenses, Preauthorization Travel Form, and proof of attendance if provided by the conference (e.g. name badge or final agenda). The report will be submitted for approval to process the traveler's reimbursement and close out the travel. ER should be submitted for approval within 10 days of return from travel. Late submissions of ER will delay reimbursement.

SDCCD Policy and Procedures-Travel

<https://www.sdccd.edu/docs/District/procedures/Human%20Resources/AP%207400.pdf>