ACC TRAVEL PROCEDURES

Prior to traveling on college business, an employee of the college in any capacity must complete an ACC Travel Request and Authorization form. Each employee needs to keep in mind that there are timeframes that must be met for travel to be authorized in a timely manner and submit documents six weeks prior to the actual travel:

In-State-Travel – requires signature of Supervisor, Vice President, and President (per internal ACC procedures).
Out-of-State Travel – requires signature Supervisor, Vice President, President, and System Office (per internal ACC procedures).
Out-of-Country – requires signature of Supervisor, Vice President, President, and System Office.

All travel request forms must have the accompanying information:

1. Total costs.
2. Budget source (grant funds, general funds, etc.).
3. Full explanation of the benefit to the college:
   a. Accreditation purposes.
   b. Advance the college/department’s ability to create new programs, generate FTE/revenue, etc.
   c. Attached brochure or other related information.
4. Accounting will email the employee and the supervisor when the completed travel request is approved.
5. Tickets cannot be purchased until approvals have been secured.

Any requests that do not meet these criteria will be returned to the individual requesting travel for additional information.

The approved authorization form is sufficient notification to the supervisor for the employee’s absence from work. This documentation will ensure that the individual is reimbursed for travel related to college business and, should there be an unfortunate injury, claims submitted for worker’s compensation coverage would require this information.

A travel expense form must be submitted after the travel is completed.