

# Evergreen Valley College

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## Travel Request & Reimbursement Guidelines

These guidelines provide employees with information regarding the submission of travel requests and reimbursement of travel expenses. Following these timelines helps ensure adequate time for review, approval, and processing prior to travel.

All travel must comply with District policies and procedures, including AP 7400, and must be submitted through Concur.

### 1. Travel Request Submission Deadlines

Employees must submit a Conference/Travel Request in Concur before booking travel or attending a conference. Requests should be submitted according to the type of travel outlined below.

Travel Type	Definition	Submission Deadline
Local Travel (No Overnight)	Travel within 50 miles of campus and no hotel stay required	14 calendar days before the event
In-State Travel (Hotel Only)	Travel over 50 miles within California requiring hotel accommodation	21 calendar days before the event
In-State Travel (Hotel + Flight)	Travel within California requiring both hotel and airfare	30 calendar days before the event
Out-of-State Travel (U.S.)	Travel outside California but within the U.S. territories (e.g. Puerto Rico and Guam)	45 calendar days before the event
International Travel	Travel outside of the United States (requires President's approval <b>before</b> items goes Board for approval)	60 calendar days before the event

### 2. Late Travel Requests

If a travel request is submitted after the required deadline:

- The employee must still submit the Conference Request in Concur.
- A detailed justification for the late submission must be included.
- The supervisor/manager may provide additional comments within Concur.
- The College President will review the request and determine whether it will be approved or denied.

### 3. Required Documentation for Travel Requests

Employees should include supporting documentation when submitting a travel request in Concur, such as:

- Conference agenda or invitation
- Registration information or cost
- Hotel quote or estimate (if applicable)
- Airfare quote (if applicable)
- Estimated mileage (if driving)
- Business purpose for travel and how it relates to the employee's role or department

### 4. Funding Requirements

Prior to submitting a travel request, departments should verify that funding is available and that the correct funding source or account is identified.

### 5. Travel Without Prior Approval

Employees who travel without an approved travel request assume the risk that reimbursement may be denied or expenses may become the personal responsibility of the employee.

### 6. Travel Expense Reimbursement

After returning from travel, employees must submit a Conference Reimbursement Report in Concur.

Action	Timeline
Submit reimbursement report	Within 45 days of returning from travel
Maximum allowed under AP 7400	Within 60 calendar days

### 7. Reimbursement Review and Processing

1. Employee submits the report in Concur
2. Supervisor/Manager reviews and approves
3. Business Services reviews documentation
4. District Office Accounts Payable processes reimbursement