Administrative Overnight Travel Requirements

Effective January 1, 2007, all expenses for administrative overnight travel “MUST” be processed and paid for directly by all CCAC administrative employees. CCAC will no longer process checks for hotels and airfare for administrative overnight travel. A pre-approved trip request form “MUST” be submitted prior to making travel arrangements. If a travel advance is desired it must be requested on the trip request form.

Expense Reimbursement Processing

Every administrative employee will now be required to submit expense reports, signed by his/her supervisor, on a monthly basis. It will be required that these reports include the name of the employee, his/her position at the College, the purpose, destination, dates of all trips that occurred during the month, an itemized listing of all expenditures related to each of these trips, and copies of all receipts and support documentation related to these expenditures. A separate page is to be prepared for each trip, with copies of each trip’s itemized expenses taped (all four sides) to an 8.5”x 11” sheet of plain white paper (blank on both sides) and fastened to the appropriate expense report page with a paper clip or binder clip, along with separate expense report pages for any other type of reimbursement requested. Only one complete expense report consisting of all the aforementioned pages is to be submitted each month. The monthly expense report MUST be submitted to the Accounts Payable Department by the 10th day of the month for expenses that occurred in the preceding month. If a trip begins at the end of one month and continues into the beginning of the following month, you may submit the expense report page for that trip with the expense report for the month in which that trip began. Expense reimbursement checks will be processed approximately 10 working days after the expense report is received in the Accounts Payable Department. Since all expense reports for expenses incurred in Month A must be turned in to Accounts Payable between the 1st and the 10th day of Month B, this means that reimbursements will be issued by Accounts Payable during Month B sometime after the 10th, for all expenditures incurred in Month A. No reimbursements for expenditures incurred during Month A will be made in Month A.

Failure to turn in monthly expense reports in the month immediately following the month in which the expenditures occurred may result in disciplinary action.