In-State Per Diem Travel	Date of Request:		Official Station or Base:	Choose Official Station/Base:
Employee Name:		**Employee Number:**		**Department:**

Employee's Mailing Address:	Employee's Physical Address:	Conference/Event/Meeting:	Destination (City & County/State)

GL Account Number(s):	Mode of Transportation:	Date(s) of Event:
	Choose Mode of Transportation:	

INSTRUCTIONS

Pre-Travel (Request to Travel):

1) Input the Date of Request.
2) Choose your Official Station or Base from the drop-down list.
3) Input your Name.
4) Input your Employee Number. (Example: A01549746)
5) Input your Address.
6) Input the name of your Department.
7) Input the name of the Event (Reason for Travel).
8) Input the City & County/State of your Destination.
9) Input the GL Account Number(s) that should be charged.
10) Choose the Mode of Transportation from the drop-down list.
11) Input the Date(s) of the Event.
12) Input the Registration Fee.
13) Input the Number of Round-Trip Miles in WHOLE miles, rounded to the nearest whole number.
    a) Attach Google Maps map from Official Station/Base to Destination & from Home to Destination.
    Google Maps
14) Input the amount of Per Diem.
    a) 6-12 Hours=$12.75; More than 12 Hours=$34; Overnight: 1 Night =$85/Day; 2+ Nights=$100/Day
15) Input the cost of Parking as anticipated.
16) Sign the Pre-Approval and submit to your Immediate Supervisor.

Post Travel (Travel Reimbursement)

1) Attach the Conference Agenda.
2) Input the Date of Departure.
3) Input the departure City & County/State.
4) Input the destination City & County/State.
5) Input the Hour of Departure.
6) Input the amount of Per Diem. (See 14(a) in Pre-Travel Instructions)
7) Input the mileage in WHOLE miles. (Round to the nearest whole)
8) In City Travel (IF applicable.):
    a) Input In City Date(s). (One Date/Line)
    b) In City Points of Travel: Indicate place of Departure & Return.
    c) In City Per Diem: Input amount of Per Diem. (See Pre-Travel 14(a))
    d) In City Mileage: Input mileage in WHOLE miles. Attach Google Maps map if mileage exceeds 20 miles.
9) Input Date of Return.
10) Input Departure City & County/State and City & County/State of Return
11) Input Hour of Return to Official Station/Base or Home.
12) Input amount of Per Diem.
13) Input mileage in whole miles, rounded to the nearest whole number.
14) Sign and date the Post-Travel Certifying signature.
15) Submit travel with attachments to your immediate supervisor.

In-State Per Diem

	Expense Description:	Registration Fee	Mileage: Miles	Mileage: $ 0.560	Per Diem	Parking	Total Estimated Expenses
Pre-Travel (Request to Travel)	Estimated Cost:			$ 0.00			$ 0.00
	Pre-Paid by College:	Do You Want the College to Pre-Pay This Ex					

Post Travel (Official Statement of Travel)	Date MM/DD/YYYY	Points of Travel: From City & County/State	Points of Travel: To City & County/State	Hour of Departure or Return	Per Diem	Parking	Registration (If Paid by Employee)	Mileage: # of Miles @	Mileage: $0.560
									$ 0.00
									$ 0.00
									$ 0.00
									$ 0.00
									$ 0.00
									$ 0.00
									$ 0.00
									$ 0.00
									$ 0.00
									$ 0.00
									$ 0.00
									$ 0.00
									$ 0.00
									$ 0.00
				Total	$ 0.00	$ 0.00	$ 0.00	0	$ 0.00

Pre-Approval Signatures		Certifying Signatures (Post Travel)	
Traveler:		Traveler:	
Date:		Date:	
Immediate Supervisor:		Immediate Supervisor:	
Date:		Date:	
Division Dean:		Business Office Director (if only Per Diem)	
Date:		Grand Total with Per Diem:	$ 0.00
Dean of Administration:		Grand Total without Per Diem:	$ 0.00
Date:			

Partial-day per diem is paid thorugh payroll as it is subject to taxation.