

## Travel Request and Reimbursement Guide

### Requesting Travel and Advances Form

***The Travel Approval Form must be submitted to the Business Office via email to [travelrequests@durhamtech.edu](mailto:travelrequests@durhamtech.edu) at least 30 days prior to the travel date.***

1. Complete the Travel Request Form with appropriate documentation for cost to be incurred and the trip itinerary. This includes expected meals, travel, lodging, registration fees, etc. Do not expend any cost until your travel is approved.
2. Submit the form and documentation to the appropriate levels of leadership for approval.
3. Once approved by your leader, submit the completed form and all documentation to [travelrequests@durhamtech.edu](mailto:travelrequests@durhamtech.edu).
4. The Business Office will review your request and inform you of your approval status.
5. Set up your direct deposit reimbursement account if it is not already created. All reimbursements will be processed by direct deposit only.
6. Advance payments will be available via ACH 5 business days prior to the trip.

### Requesting Reimbursement Form

***The Travel Reimbursement Request form must be submitted to the Business Office via email to [travelrequests@durhamtech.edu](mailto:travelrequests@durhamtech.edu) within 30 calendar days after the travel date.***

1. Complete the Travel Reimbursement form attaching receipts for all costs incurred during your trip.
2. Submit the form and receipts to the appropriate levels of leadership for approval.
3. Once approved by your leader(s), submit the completed form and all receipts to [travelrequests@durhamtech.edu](mailto:travelrequests@durhamtech.edu).
4. The Business Office will review your request and inform you of your reimbursement status.

### PCard Use During Travel

Durham Tech authorizes employees to use P-Cards for lodging, registration fees, ground transportation, gas for DTCC vehicles, and airline fare related to college business travel. PCards cannot be used for meals and gas for personal vehicles.

### Meals Allowance

	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>
<b>Daily</b>	Allowed if the employee departs duty station prior to 6:00 am and extend the workday by two hours.	Not Allowed.	Allowed if employee returns to their duty station after 8pm and the work day is extended by three hours.
<b>Overnight</b>	Depart duty station prior to 6:00 am and extend the workday by two hours.	Depart duty station prior to noon on the day of departure or return to duty station after 2:00 p.m. on the day of return.	Depart duty station prior to 5:00 p.m. on the day of departure or Return to duty station after 8:00 p.m. on the day of return and extend the workday by three hours.

*The Business Office will adjust travel reimbursement requests as necessary to comply with these rules. Any exceptions to these rules must be approved by the Vice President of Finance/CFO or his designee.*

**For all Travel Related Inquiries please email: [travelrequests@durhamtech.edu](mailto:travelrequests@durhamtech.edu)**

# Travel Approval Form

Advance Requested  Yes  No

Submit Completed Form to: [travelrequests@durhamtech.edu](mailto:travelrequests@durhamtech.edu)

**REQUESTOR INFORMATION**

Name: \_\_\_\_\_ ID Number \_\_\_\_\_

Department: \_\_\_\_\_ VP \_\_\_\_\_

**TRAVEL LOCATION**  Local  In State  Out of State  Out of Country

Departure Date: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Return Date: \_\_\_\_\_ Return Time: \_\_\_\_\_

Description \_\_\_\_\_

**MEALS: GL Code** \_\_\_\_\_

In State/Local	Rate	# of Days	Total	Out of State	Rate	# of Days	Total
Breakfast:	\$10.10			Breakfast:	\$10.10		
Lunch:	\$13.30			Lunch:	\$13.30		
Dinner:	\$23.10			Dinner:	\$26.30		
<b>Total In State/Local Meals:</b>				<b>Total Out of State Meals:</b>			

**LODGING: GL Code** \_\_\_\_\_

**Total Lodging Expenses** \_\_\_\_\_

**TRANSPORTATION: GL Code** \_\_\_\_\_

College Car Available?  Yes  No Personal Vehicle:  Yes  No

Total Miles: \_\_\_\_\_ Up to 100 miles at \$.535 \_\_\_\_\_ Remaining Miles at \$.17 \_\_\_\_\_

Other Transportation Expenses: \_\_\_\_\_ **Total Transportation Expenses** \_\_\_\_\_

**OTHER EXPENSES:** Please list expenses for other incurred costs such as registration, etc.

Description \_\_\_\_\_ GL Code: \_\_\_\_\_ Amount: \_\_\_\_\_

Description \_\_\_\_\_ GL Code: \_\_\_\_\_ Amount: \_\_\_\_\_

**Total Other Expenses** \_\_\_\_\_

**TOTAL REQUEST SUMMARY**

Total (P-Card Expense) \_\_\_\_\_ **Travel Total with PCard Expenses** \_\_\_\_\_

Advance Requested \_\_\_\_\_ Estimated Total Reimbursement \_\_\_\_\_

**APPROVAL FLOW**

REQUESTER SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

DEPARTMENT CHAIR \_\_\_\_\_ Date \_\_\_\_\_

DEAN \_\_\_\_\_ Date \_\_\_\_\_

VP \_\_\_\_\_ Date \_\_\_\_\_

BO APPROVAL \_\_\_\_\_ Date \_\_\_\_\_

VP FINANCE/CFO \_\_\_\_\_ Date \_\_\_\_\_

**Business Office Use Only**

**DATE PROCESSED BY PROCUREMENT** \_\_\_\_\_ **DATE REQUEST PAID** \_\_\_\_\_