

# RRCC Travel Checklist

**RRCC Travel is not a State Travel Agency.** We are happy to guide you to our RRCC Travel page for FAQ and forms, provide training, help booking flights/rental cars through Frosch Travel which is RRCC's authorized travel agency and audit your submitted Travel reimbursement or advance forms and forward for payment processing. The Traveler is responsible for making sure all arrangements are made, submitting to travel an approved OTR BEFORE travel, submitting Travel reimbursement or advance forms with necessary support and signatures, and making sure any cancellations or changes are handled immediately with whatever booking agent was used so that RRCC is not liable for unnecessary costs.

## BEFORE TRAVEL

**Obtain Overnight travel request form on The Rock (search travel)** \_\_\_\_\_

**All boxes are filled in (if it not applicable to you, write N/A) and save document** \_\_\_\_\_

**Attach any backup for pricing and budget (estimated airfare, lodging, maps)** \_\_\_\_\_

**Attach all conference information including the Agenda** \_\_\_\_\_

**If an Advance is needed, check the box on your Overnight travel request.** \_\_\_\_\_

**Send out via Adobe Sign for Approval signatures** or obtain original ink signatures from all signers \_\_\_\_\_

For domestic travel that is not grant funded, three approvals are needed from Supervisor, Vice President and VP of Administrative Services. **Grant funded travel also needs approval of the Grant PI (four approvals).** Foreign travel needs the additional approval of the CCCS President which will be handled by one of the Executive Assistants. Either the Grant PI or the Funding Org owner will approve the budget amount. If the same person has two roles (supervisor and VP, or supervisor and Grant PI) then have the person sign in both places. **Also add date fields for their signatures.**

**Obtain an RR# from Michelle King in Business services** \_\_\_\_\_

Once you receive the completed Adobe Sign "signed" email with audit page, forward the fully approved document with Adobe signatures and audit page to Michele King via email or deliver the original with wet signatures in person to Business Services Room 1154) and she will review and assign the RR#. It is the Travelers responsibility to make sure Travel receives the completed form with RR# and backup.

**Forward Adobe signed Overnight Travel request including RR# to travel for processing [travel@rrcc.edu](mailto:travel@rrcc.edu)** \_\_\_\_\_

Because travel is not on any email string it is the traveler's responsibility to follow up if you do not receive the approval email or if someone in the chain is not responding.

Once you receive your Approval email from travel -It is now ok to start booking conference (on your Dept PCard), lodging, etc. \_\_\_\_\_

If Airfare or car rental is part of trip, fill out the form sent with your approval email and return to [travel@rrcc.edu](mailto:travel@rrcc.edu) \_\_\_\_\_

If an Advance was requested on your Overnight Travel request, complete the advance form attached to your email approval, attach backup and submit to travel no less then 2 weeks prior t travel. \_\_\_\_\_

Obtain receipts for any reimbursements you are requesting (lodging, parking, flight etc) no receipts needed for per diem \_\_\_\_\_

## RETURNED FROM TRIP

**Obtain travel expense voucher form on The Rock (search travel)** \_\_\_\_\_

**Fill in ALL boxes on the form and write N/A if it doesn't apply. Missing information can delay your reimbursement.** \_\_\_\_\_

**If you received an advance, subtract advance at bottom of form marked "LESS ADVANCE"** \_\_\_\_\_

**Attach all back up maps, receipts, documentation to match the TEV spreadsheet by date** \_\_\_\_\_

**Combine all into ONE document, Sign and send out via **Adobe Sign** for approval signatures** \_\_\_\_\_

**(including Grant if it applies)** \_\_\_\_\_

**Once you receive the 'signed' document via email, forward to travel for processing to** \_\_\_\_\_

**[travel@rrcc.edu](mailto:travel@rrcc.edu). **Make sure it includes the audit page.**** \_\_\_\_\_

**YAY! You are done! Travel will reconcile and if we have received all your backup and your travel Expense Voucher is complete, AP will process to pay out the following Thursday via DD if you are an employee. : )**