

DAVIDSON-DAVIE COMMUNITY COLLEGE

Business Services

TRAVEL, TRANSPORTATION AND ALLOWANCES

PROCEDURE 6.3.4.1

In order to travel on College business, all employees must first complete the [Travel Authorization and Reimbursement Form](#).

- A.** The employee, must complete the [Travel Authorization and Reimbursement Form](#) in e-Trieve when traveling from Davidson-Davie Community College to another location from your duty station. This gives permission for the employee to be away from campus on College business and is required for insurance purposes. Purchases should not be made prior to the Travel Authorization and Reimbursement being approved by the Accounts Payable Specialist.
- B.** The Travel Authorization and Reimbursement Form must be submitted and approved prior to the first day of travel. The Business Office requests 7-10 business days for processing registration fees and/or advances.
- C.** The Travel Authorization and Reimbursement Form link is located under Digital Forms on the Business Office page of the Davidson-Davie Community College Intranet.
- D.** The Travel Authorization must have expense codes listed. If requesting an advance, the amount must be listed on the travel form and the advance amount must match the expense amount. Advances are processed no sooner that 1 week prior to departure date.
- E.** If requesting to use the College P-card for registration fees, flight reservations, hotel reservations, etc., this information must be listed in the Comment section of the Travel Form.
- F.** If registration fees need to be paid by check, include the mailing information in the Comment section of the Travel Form.
- G.** If a personal card is being used to pay for registration fees, flight reservations, etc., then the receipts must be emailed to the Accounts Payable Specialist after purchases have been made for reimbursement.
- H.** Registration information, hotel pricing information and any other supporting documentation must be attached to the Travel Authorization Form.
- I.** The Travel Form will be submitted to the supervisor for approval prior to being routed to the Accounts Payable Specialist for approval. After receiving accounts payable approval, the Travel Form will be in the employee's e-Trieve Forms Inbox.
- J.** The Travel Reimbursement Form must be completed within 30 days after return from travel or June 30, whichever is first.
- K.** Receipts are required for hotel (lodging), parking, airfare/luggage and transportation (taxi, shuttle, etc.)
- L.** If the actual expenses exceed the advance amount, the reimbursement for the difference will be processed within 7-10 business days after the form is received by the Business Office. Not doing so could result in the denial of reimbursements. Reimbursements of travel funded with state funds may not be available until the end of the month.

- M.** If the actual expenses are less than the advance amount, the employee will need to pay back the difference to the college. Once the Accounts Payable Specialist reviews the Travel Reimbursement Form, an email will be sent to the employee confirming the amount due back. That amount must be paid to the Business Office by check, cash, money order, Mastercard, Discover or Visa.
- N.** If any additional documentation or information is required or there is a discrepancy in the amounts listed on the form, the Travel Reimbursement Form will be returned by the Accounts Payable Specialist to the employee to be corrected.
- O.** Travel guidance is provided in [tutorials](#) on the Business Office intranet page that explains how to fill out the [Travel Authorization and Reimbursement Form](#) as well as provide regulations for travel.

Adopted: April, 2020

Updated: March, 2025