

## Student Services Travel Planning Process Checklist

- Discuss travel with supervisor and identify funding source.
- Complete [Travel Authorization Form](#). Please estimate costs as accurately as possible. Route form for signatures using Adobe Sign and cc' [purchasing@redwoods.edu](mailto:purchasing@redwoods.edu)
- Begin making travel arrangements and reservations. Follow [AP 7400](#).
  - Generally, travel should be completed using the most cost-effective options. Within reason options can be at increased cost, given an analysis of the be utilization of the employee's time.

### Airfare:

- Economy airfare must be used. If only upgraded seats are available when booking, skip the seat selection, you will be assigned a seat automatically when you check-in for your flight.
- You may add luggage to your reservation if needed.
- You are also allowed reimbursement for airport parking and luggage fees paid at the airport.

### Hotel:

- When possible, book using the conference rate. If the room block is sold out, first try calling the hotel to see if they can increase the room block. Otherwise book the next most reasonable option.
- To avoid putting charges on your personal card, call the hotel in advance to ask for a credit card authorization form.

### Rental Car:

- Before you can drive on behalf of the district you must complete the [auto use form](#) and In [District Travel Form](#). Please note there are different requirements for student and temp workers, fine out more [here](#).
- The district contracts with Enterprise for rental cars. To reserve go to Enterprise.com and use:
  - Direct Bill Code: DB30H13
  - Account Code: 16377048
- Prior to leaving, pick up a District gas card from facilities and maintenance. Gas purchases should not go on Cal Cards or personal credit cards.

- Complete [Travel Advance Form \(TAR\)](#)
  - The TAR must be completed 21-days prior to travel to receive a meal advance.
  - Attach all receipts (registration, airfare, rental car, hotel, etc.) and ACBL budget report to the TAR form. Route form for signatures using Adobe Sign and cc' [purchasing@redwoods.edu](mailto:purchasing@redwoods.edu)
  - When calculating meal per diem, you must account for (subtract) meals provided by the conference or hotel (i.e. continental breakfast). You are eligible for breakfast if you travel before 7am, at lunch 12pm, and dinner after 5pm. Travel time typically includes 2 hours before flights and 1 hour after arrival.

#### **Eureka**

7351 Tompkins Hill Rd  
Eureka, CA 95501  
(707) 476-4100

#### **Del Norte**

883 W. Washington Blvd  
Crescent City, CA 95531  
(707) 465-2380

#### **Eureka Downtown**

525 D Street  
Eureka, CA 95501  
(707) 476-4500

#### **Klamath-Trinity**

65 Orchard St.  
Hoopa, CA 95546  
(530) 625-4821

- Travel
  - Bring the [hotel occupancy fee waiver](#) to the hotel. This form waives a portion of the room taxes, not all hotels will accept this.
  - Make sure to keep all receipts for incidentals: parking, luggage, internet, ground transportation (Uber/Lyft), etc. Please note, the District does not reimburse for tips or gratuity.
- Complete [Travel Expense Form \(TER\)](#)
  - The TER is due within 14-days of your return.
  - Attach all final receipts (including any that you have already attached to the TAR) and ACBL budget report to the form. The form divides expenses by paid on Cal Card and Out of Pocket. Make sure to include the “Total Cost” for each column. This is where you will account for your meal per diem advance (if received) and any reimbursements to you the traveler or the district.
  - Route form for signatures using Adobe Sign and cc’ [purchasing@redwoods.edu](mailto:purchasing@redwoods.edu)

### Traveler Do’s & Don’ts

#### Do’s

- Have budget to pay for your travel.
- Submit all travel paperwork on time.
- Attach ACBL to TAR and TER.
- Keep copies of all confirmation numbers.
- Utilize [hotel occupancy fee waiver](#).
- Complete a credit card authorization form for hotel.
- Keep all receipts.
- Pre-pay for luggage when booking flight.
- Use Enterprise for car rentals and pick up gas card.

#### Don’ts

- Pay for travel on personal credit cards.
- Don’t pay for meals on Cal Cards. You will receive a meal per diem as part of your TAR or TER submission.
- Don’t put gratuity on Cal Cards. The district will not reimburse for tips/gratuity on personal cards.
- Forget to cc’ [purchasing@redwoods.edu](mailto:purchasing@redwoods.edu) on all travel documents.
- Use your personal car for long distance travel.

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