

CCS Administrative Procedure

5.30.01-A Travel Approval

Implementing Board Policy [5.30.01](#)

Contact: Manager of Employee Compensation, Travel & Accounts Payable, 434-5285

1.0 Purpose

These procedures cover the process to obtain approval for official business travel.

2.0 Limitations and Requirements

- 2.1 As a CCS employee, all official travel must be approved in advance by an administrative supervisor. An employee cannot approve their own travel.
- 2.2 A *Travel Prior Approval* form must be completed and signed prior to making travel arrangements.
- 2.3 If the traveler is a faculty member, approved arrangements must be in place to cover classes.
- 2.4 All out-of-state travel must be approved by the chancellor, college president, or IEL chief executive officer. However, travel to counties and/or cities in the states of Idaho and Oregon that are contiguous to the border between Washington-Idaho or Washington-Oregon shall not be considered out-of-state.
- 2.5 When three (3) or more travelers attend the same event, it must be approved by the chancellor, college president, or IEL chief executive officer.

3.0 Travel Prior Approval Form

- 3.1 The *Travel Prior Approval* (TPA) form is an online web application.
- 3.2 Complete Section 1, Travel Information.
- 3.3 Estimate, as closely as possible, the expenses that will be incurred on the trip, breaking it down for subsistence (food), lodging, transportation, and registration fees.
- 3.4 Sign and submit the completed TPA to the administrative supervisor(s) for approval.

4.0 International Travel

- 4.1 If a CCS traveler is required to travel to a country where a passport is required and the traveler does not have a passport, CCS will pay the traveler for the passport expense.
- 4.2 CCS carries foreign liability insurance for its travelers. The foreign liability policy provides general and automobile liability coverage for travelers on state business outside of the United States. The coverage territory is worldwide **excluding** the USA and its territories, Canada, Puerto Rico, Cuba, North Korea, Libya, and Iraq.
- 4.3 A \$15 insurance fee is assessed for each TPA generated to a foreign country, **excluding** those countries listed in section 4.2, above. When completing a TPA for international travel, enter the \$15 fee in the "Other" section with a comment indicating that it is for insurance.

5.0 Advance Payment for Registration Fee

- 5.1 A CCS Travel Card may be used to pay a registration fee except within CCS.
- 5.2 If a check needs to be sent for the registration fee, check the appropriate box on the TPA to request advance payment of the registration fee.
- 5.3 Read administrative procedure #50.30.01-D, Registration and Membership Fees, for detailed information regarding registration and membership fees.

6.0 Requesting a Travel Advance

- 6.1 Check the appropriate box on the TPA to indicate an advance is needed.
- 6.2 Submit the TPA/advance request to the district travel department, MS 1006, at least ten (10) working days prior to the scheduled travel.
- 6.3 The advance check will be mailed to the traveler's home address unless other arrangements are made with the travel department.
- 6.4 Read administrative procedure #5.30.01-E, Travel Advance, for criteria and detailed information regarding travel advances.

7.0 Authorization

- 7.1 *Signature of Traveler.* The employee must sign the TPA.
- 7.2 *First Approval.* The employee's administrative supervisor must sign and date the TPA.
- 7.3 *Second Approval.* The next level administrator signs and dates the TPA when appropriate.
- 7.4 *Special Funds Approved By.* Special funds are any budget being charged for the travel other than the traveler's own operating budget. This includes all grant and contract budgets, mini-grants, staff development budgets and agency-reimbursed travel. The administrator for the special funds signs and dates the TPA when appropriate.
- 7.5 Submit the signed and approved TPA to the district travel department, MS 1006.

8.0 Related Information

State Accounting & Administrative Manual (SAAM), [Chapter 10](#) – Travel.