

**CHANCELLOR'S PROCEDURE FOR POLICY**  
**316.01: Travel**

1. Use [Excel file provided for reporting out-of-state travel](#).
2. Send monthly report in Excel format by email to ACCS by the 15<sup>th</sup> of the following month.
3. Travel approved for a period for which a report has already been submitted should be included on the next report submitted.
4. The content of the report should be as follows:
  - a. The institution's name should be input where the word "College" is on the form.
  - b. Dates of Travel. The dates of travel should include day travel began to day travel ended. Trips which do not include overnight travel (day trips) need not be reported.
  - c. Employee Name. No travel need be reported for trips by students; only the employees of the institution.
  - d. Title. Please include the full title (no abbreviations). If an employee has multiple titles, use the one which most closely identifies with the purpose of the travel.
  - e. Travel Location. One line should be used for each destination.
  - f. Cost. The entire cost of the travel paid by the institution should be included.
  - g. Purpose. The name of the meeting to be attended or other purpose of the travel should be noted. Please do not use abbreviations.
  - h. Note any exceptional circumstances for any of the categories—such as, cost is paid by the organization for the person to attend that particular meeting.
  - i. Please list the person's name, phone number and email address who is submitting the form.