

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 15th 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:
 1. The institution's name should be input where the word "College" is on the form.
 2. 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.
 3. Employee Name. No travel need be reported for trips by students; only the employees of the institution.
 4. 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.
 5. Travel Location. One line should be used for each destination.
 6. Cost. The entire cost of the travel paid by the institution should be included.
 7. Purpose. The name of the meeting to be attended or other purpose of the travel should be noted. Please do not use abbreviations.
 8. 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.
 9. Please list the person's name, phone number and email address who is submitting the form.