

Travel Guidelines

LCSC Travel Requirements

If an employee plans to be gone from campus for any campus related activity*, a DONSAM travel request (available on our website) must be fully completed, submitted to Judy and approved by the Division Chair two weeks prior to State of Idaho travel and three weeks prior to out-of-state travel. ****This includes travel where there is no request for reimbursement.****

*** Exception: Lewiston, Clarkston and Hells Gate State Park travel do not required travel requests to be submitted. You will still need to notify Judy if a LCSC vehicle is needed for travel. Judy will make the reservation and send an IDV to Physical Plant.**

Field Trips

Faculty members need to complete a travel request form within the timeframe listed above. One form may be used for all field trips taken in one calendar month if the dates and times of departure/arrival are noted on the travel form. Note the type of vehicle that needs to be reserved for each trip so that Judy can make the reservation and send through the proper paperwork. **See waiver information written below.**

Faculty members do not need to fill out a travel request form for field trips that take place in Lewiston, Clarkston or Hells Gate State Park.

Waivers

Faculty members are required to have any student participating in a field trip or class travel sign a LCSC waiver before travel begins. This **does** include travel in/to Lewiston, Clarkston & Hells Gate State Park. It is a requirement that a waiver be completed for **each** field trip. When the waiver has been signed by all participants, give the form to Judy who will file a copy and send the original to Lucy Loewen in Administrative Services. This form is necessary for insurance purposes.

Prior to Travel

When you are requesting an advance registration check you will need to provide Judy with all of your travel information (including a completed registration form) three weeks prior to the deadline for early registration.

If you would like Judy to make your airline reservations, please provide her with information about your desired departure/arrival times and dates as early as possible. When you make your own reservations, provide Judy with a copy of the itinerary and the billing information showing the last four digits of your credit card number. After receiving this information and if requested, she will prepare a requisition form (prior to travel) asking for reimbursement of your airfare.

Remember to ask for the government rate when making your hotel arrangements.

Provide Judy with a copy of the registration form and information about the conference along with your travel request form. If you want her to pay for the registration directly, provide her with a completed registration form and note this on the DONSAM travel request form. When you pay for the registration yourself and provide the required documentation, you can request that a requisition form be prepared (prior to travel) for reimbursement of your registration fee.

Any out of state travel needs justification written on the request form.

Unless noted otherwise, I will request travel advances for all travel.

Your license plate number is required if you are requesting mileage. If a State vehicle is available and you take your own vehicle, you are reimbursed at ½ of the approved mileage rate.

Please note if travel is being charged to a grant.

During Travel

Save the original detailed hotel check-out receipt.

Save any other receipts for which you have been approved for reimbursement. i.e. registration.

Per diem will only be calculated if it was approved prior to your travel. Please note if any banquets or dinners are included in the price of your registration. No receipts are required for per diem reimbursement.

Save the original taxi/shuttle receipts showing the amount of the fare. No other proof of payment is required.

After Travel

Reimbursements can only be made on travel that was approved two/three weeks prior to travel and is submitted within 25 days of travel.

Notify Judy when your trip has been completed and submit all receipts.

Any items paid for with your credit card will be sent in for reimbursement when a copy of your credit card statement showing the actual charges or a receipt showing the last four digits of your credit card number is provided.

Reimbursement checks will be put in your Division mailbox.

9/14/07

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