

TRAVEL GUIDELINES

Three Weeks Prior to All Travel

If an employee plans to be gone from campus for any campus related activity, a Division of Nursing and Health Sciences travel request must be completed and approved by the Division Chair three weeks prior to travel.

** This includes travel where there is no request for reimbursement. **

Please fully complete the request form before turning it into the Division Chair for review.

During Travel

Save ALL receipts for which you have been approved for reimbursement, i.e. the final hotel printout with detailed charges, registration/certificates of completion, airfare/itinerary/boarding pass, parking receipts, and anything else you are requesting reimbursement for. If you drive your own vehicle, provide the Administrative Assistant with your license plate number. If a State vehicle is available and you take your own vehicle, you are reimbursed at ½ of the approved mileage rate. Per Diem will only be calculated if it was approved prior to your travel. Notify the Administrative Assistant if any banquets or dinners are included in the price of your registration.

After Travel

Reimbursements can only be made on travel that was approved prior to travel and is submitted within 30 days after travel. Submit all receipts and information to the Administrative Assistant within 21 days of travel.

Helpful Information

If you would like the Administrative Assistant to make your airline reservations, please provide as much information as possible about your desired departure/arrival times and dates.

If you want LCSC to pay for the registration directly, note this on the travel form and provide the Administrative Assistant with all information on the conference/event.

Any out of state travel requires a written justification.

Any items paid for on your credit card will be sent in for reimbursement when I received documentation showing the last four digits of your credit card number and your name on the expense item. Otherwise I will need a copy of your credit card statement showing the actual charge.

Please note on the travel request form if travel is being charged in full or part to a grant.