CTE P3 - Travel Procedure Under Strong Workforce or Perkins Grants – 08/24

1. The department chair and faculty work with their instructional dean to create projects that meet the objectives of the Perkins and Strong Workforce Grants using the application provided by the CTE Office in the Spring semester of each year. The instructional dean ensures that the conference travel requested is allowable, allocable, and reasonable.
2. Once completed, the application is sent to the CTE Office by the end of the Spring Semester preceding the grant award year.
3. The application is reviewed by the CTE Office, comments are made as needed, and the application is sent to the Academic Affairs Office for VP approval. The application can be approved, partially approved, or denied.
4. In years when requested funding exceeds available funding, the instructional dean allocates funding to the projects in their division in the most equitable way possible after they receive their final allocation from the VP.
5. After the CTE Office receives the allocations from the instructional dean, applications are returned to the appropriate department chairs and instructional deans. The final approved budget amount is indicated.
6. Department chairs and faculty revise their travel plan and work plan objectives if they are significantly altered. Now the funding cycle can start.
7. The instructional dean and division office ensures that the travel request, when sent to the CTE Office, meets the time constraints of AP6900 (60 days out of state and 45 days in state). Note that if the conference exact days are not known early enough, a request can be sent with approximate days. AP6900 details the policy the employees must follow. Extensive documentation is available online https://www.cerritos.edu/accounting-fiscal/forms.htm Conference information must be attached for documentation.
8. For Perkins funded requests out of state, please note that the CTE Office must obtain an out of state travel authorization from the Chancellor's Office before travel can be booked. That is the reason for the extended timeline (60 days). We cannot control how long it takes to receive this approval but usually it is within one week. For this travel, approval of the Division Instructional Dean, CTE Coordinator, Perkins CTE Project Manager, V.P. of Academic Affairs, President, and Chancellor's Office are required before the request can be placed on file with Fiscal Services. Fill in the form https://www.cerritos.edu/cte/_includes/docs/perkins-v-out-of-state-travel-authorization-form-a11y_ua.pdf and turn it in to the CTE coordinator together with your travel request.
9. For Strong Workforce funded requests approval of the Division Instructional Dean, CTE Coordinator, Perkins CTE Project Manager, V.P. of Academic Affairs and President (over $1,000) are required before the request can be placed on file with Fiscal Services.
10. Faculty should not buy airplane tickets or hotel stays until they have received confirmation that their travel is authorized.
11. The division office, based on faculty input, fills out the district's Conference and Travel Form and forwards it via Adobe Sign to all the approvers required. For both Perkins and Strong Workforce travel, this includes the CTE Office's CTE Coordinator and Perkins CTE Project Manager.

12. The CTE Office checks the travel request for compliance to the grant requirements and the application.
13. The CTE Office's CTE Coordinator and Perkins CTE Project Manager approve the requisition in LACOE BEST.
14. When the district's Conference and Travel Form has been signed by all parties and returned to the division office, the faculty can book travel and hotel on their own. Faculty will be reimbursed after the conference has occurred by presenting all original receipts (where possible) to the CTE Office. Faculty can also ask the division office to create a requisition in LACOE's BEST to request the Purchasing Department to make travel and hotel arrangements for them. Please note that the Purchasing Department will purchase what they deem appropriate using this option.
15. The CTE Coordinator files the requests for audit purposes.
16. If a rental car has been approved on the conference and travel request form, faculty may contact the Purchasing Department for details on how to use the campus process. Faculty, after approval, may also pre-pay their own rental car arrangements and be reimbursed after the conference takes place.
17. If the Purchasing Department is used, they send the vendor a purchase order (Division offices can check the progress of the requisition's transformation in a Purchase Order in LACOE BEST).
18. Conference travel takes place.
19. The division office works with the faculty to fill out the "Conference and Travel Expense Claim" and sends it for signature. The faculty must have all original receipts for registration, lodging, meals, etc. Note that meals and mileage are reimbursed according to the campus policies. For example, any dining receipts that include alcohol purchases will not be reimbursed.
20. "Conference and Travel Expense Claim" forms must be submitted within 30 days after the travel has taken place. When travel is taken at the end of the Fiscal Year the claim needs to be submitted by June 30 of the Fiscal Year the travel took place. In general, the best practice is to submit receipts for conference and travel expenses to the division office as soon as possible.
21. If the total reimbursement request exceeds the approved "not to exceed" amount, justifications are needed and the Conference and Travel Request form must be amended and re-signed by all parties. Theses justifications need to be sent to the instructional dean first by email
22. Fiscal Services reimburse the faculty by check. Usually this takes place within 10 business days.
23. The process is finished.