

ASCC TRAVEL CHECKLIST



PLANNING TO TRAVEL? The following must be provided as a complete packet at least 45 days prior to travel.

All forms/packets are available under 'Forms' on our website: <http://cms.cerritos.edu/activities/>

STEP 1: Eligibility Verification

STUDENT ELIGIBILITY FORM

- This form must be submitted to Student Activities BEFORE submitting any Travel Request Packets.
- Students must have paid Student Activities fee prior to Advisor submitting Student Eligibility Form (proof of fee payment is shown by having current semester sticker on student ID).
- This form may be dropped off to Nikki Jones in the Student Activities Office during office hours. No appointment is necessary.

STEP 2: Complete Travel Request Packet (Forms A, B, & C are submitted together)

FORMS A, B, & C SUBMITTED TOGETHER

A. CONFERENCE AND TRAVEL REQUEST FORM FOR ADVISOR(S)

- All forms must be signed by advisor(s), manager & Vice President. No exceptions!
- Out of state travel, over \$1,000, or to occur less than 30 days from time form submitted require signature of the President/ Superintendent.
- International travel requires approval from the Board of Trustees.

B. STUDENT GROUP TRAVEL REQUEST FORM

Provide a printed copy of all travel arrangements (as applicable):

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> Flight | <input type="checkbox"/> Map(s) for mileage |
| <input type="checkbox"/> Shuttle Fees | <input type="checkbox"/> Parking Fees |
| <input type="checkbox"/> Registration | <input type="checkbox"/> Any other related costs |
| <input type="checkbox"/> Lodging | <input type="checkbox"/> Claim Statement for meal money advance (see below) |

C. TRAVEL LIABILITY FORMS (one per student traveler)

Note:
Incomplete packets will not be accepted!

MEAL MONEY ADVANCE: If requesting meal money advance, the advisor must provide a signed claim statement that identifies the trip name, dates, location, and a breakdown of the meal money requested (amount x number of people x number of days, for example: \$42/day x 5 people x 2 days = \$420.00).

If a meal is provided at the event, the 'meal money' provided for that meal should not be included in the total 'meal money' requested.

STEP 3: Schedule an Appointment to Submit Forms

Once Step 2 is complete, schedule an appointment with Nikki Jones (njones@cerritos.edu) Administrative Clerk in Student Activities office to review packet and all travel documents for submission.

AFTER YOU HAVE TRAVELED (no later than 30 days after event)

REIMBURSEMENTS FOR OUT OF POCKET EXPENSES

Examples: meals (if no cash advance), shuttle, Uber/Lyft, etc.

1. The claim statement must include meal expenditure breakdown & math.
2. Submit all original **itemized** receipts with a claim statement form to the Student Activities office.
 - Receipt(s) must show payment method used: Check, Cash, or Credit Card
3. ASCC maximum meal allowances are:
Breakfast: \$10 Lunch: \$14 Dinner: \$18

REIMBURSEMENTS FOR MEAL MONEY ADVANCES

1. Submit a claim statement with all original **itemized** receipts & any unused meal money cash, to the Payroll Window.
 - a. Total of receipts & unused cash must equal to amount of cash advance given.
2. ASCC maximum meal allowances are:
Breakfast: \$10 Lunch: \$14 Dinner: \$18