

COMPLETING THE ECC 303 (OVERNIGHT TRAVEL AUTHORIZATION AND REQUEST FOR TRAVEL ADVANCE)

AREA HEADS

Area heads are responsible for ensuring that funds are available in the designated travel account prior to signing this form. Forms that are submitted, utilizing accounts that have insufficient funds WILL be returned to the department/ division/ area.

EMPLOYEES

- ❖ Employees must exercise fiscal responsibility when selecting accommodations and modes of transportation. It is your responsibility, to select reasonable options that are cost effective for the College.
- ❖ Employees must submit ALL conference information showing the announcement, schedules, dates and times that you are scheduled to be out of the office. The employee will be booked on the first available flight or train reservation, following the completion of the conference.
- ❖ Employees are permitted meals at a maximum amount of \$45 per day. This amount is provided in your regular biweekly pay check, the pay period immediately preceding your departure date, provided that the paperwork for your conference was submitted in a timely manner. Please be advised, if an advance is issued to you, NO receipts for meals will be accepted upon your return. You may submit receipts, only if an advance was not issued.
- ❖ In the event of a cancellation, the employee MUST IMMEDIATELY inform the Accounts Payable Office. Any meal advances issued will be deducted from the pay check immediately following notification that travel plans have been cancelled.

EXPENSES PERMITTED (FOR EMPLOYEES ONLY)

- 1) *Taxi*rides/ Public transportation from the College to the airport/ train station on the date of departure
- 2) ALL conference related taxi rides/ public transportation the employee incurs once arriving at the conference destination
- 3) *Taxi*rides/ Public transportation from the airport/ train station to the College on the date of return
- 4) A single checked bag
- 5) Meals, displayed on ITEMIZED receipts
- 6) Mileage. If an employee chooses to use his or her own vehicle as transportation to a conference, the employee will be reimbursed on the following basis: the roundtrip mileage from the College to the destination and back X (*multiplied by*) Internal Revenue Service prescribed mileage reimbursement rate (currently .565 per mile)

EXPENSES NOT PERMITTED

- 1) Alcohol
- 2) Limousines
- 3) Rental Cars

SUBMIT THIS ECC 303 TO THE ACCOUNTS PAYABLE OFFICE (ROOM 6104) NO LATER THAN 15 DAYS PRIOR TO DEPARTURE

INCLUDE INDIVIDUALLY COMPLETED PURCHASE REQUISITIONS (ECC 402) FOR CONFERENCE COSTS (*Registration, Travel, Lodging, etc.*)

FORM ECC 460, REQUESTS FOR REIMBURSEMENT (MUST BE SUBMITTED WITHIN 30 DAYS OF RETURN DATE)

*Please note: This form must be submitted **no later than 15 days prior** to your date of departure*

Attach a copy of ALL related documents to this form. (Conference bulletin/ announcement, Registration, etc.)

*Requests for reimbursement **must** be submitted within **30 days** of your listed return date. If your return date is a non-business day, the next business day counts as your return date.*

A scanned copy of this form will be emailed to you when the form is processed

EMPLOYEE NAME (First, Last): _____ **EMPLOYEE ID:** _____

DATES OF TRAVEL: FROM _____ **TO** _____

NAME OF CONFERENCE /CONVENTION/ASSOCIATION: _____

LOCATION (INCLUDE CITY & STATE): _____

BUDGET ACCOUNT NUMBER: _____ **GRANT ACCOUNT? (Select YES or NO):** _____

BUDGET BALANCE: _____ **ACCOUNTS PAYABLE SIGNATURE:** _____

CONFERENCE COSTS	CHECK REQUEST NUMBERS	AMOUNT (\$)
REGISTRATION FEES		
TRANSPORTATION (AIR, TRAIN)		
LODGING		
MEALS (Paid at \$45 per day)		
OTHER (Parking, Shuttle, Baggage Fees etc)		
TOTAL CONFERENCE COSTS		

IF A MODE OF TRANSPORTATION OTHER THAN AIR OR TRAIN IS TO BE USED, PLEASE EXPLAIN HERE: _____

EMPLOYEE SIGNATURE: _____ **ESSEX EMAIL ADDRESS:** _____

4.APPROVALS		
1.DEPARTMENT HEAD	SIGNATURE	DATE
2.AREA HEAD	SIGNATURE	DATE
3.BUDGET BUDGET	SIGNATURE	DATE
4.PRESIDENT PRESIDENT	SIGNATURE	DATE