

Staff Development

Directions for Travel Expense Reimbursement

Congratulations on receiving funding for your travel/conference proposal. Below you will find a list of items that need your attention.

REIMBURSEMENT REQUIREMENTS: To receive reimbursement for conference registration fees, recipients of travel funds are responsible for completing all the steps listed below.

1. **Obtain receipt for conference registration fees** – The NOCCCD Financial Office will accept one of the following types of documentation; otherwise, reimbursement will not be approved.

If you pay for registration by e-mail, check or cash, you need to provide one of these types of documentation

- **Paper receipt for conference registration fees from sponsoring organization**
- **E-mail receipt with confirmation number from sponsoring organization**
- **Copy of credit card statement with name of conference or sponsoring organization**
- **Copy of your cancelled check or bank statement with name of conference**

2. **Complete Travel Expense Report** – The electronic version of this form is located on the District Website (<http://www.nocccd.edu/Departments/FandF/Accounting.htm#Travel>). Click on the **Travel Expense Report** at bottom of web page.
 - a. **You will be directed to download an Excel file. Save this file to your computer. The file contains two worksheets. The first worksheet visible displays the Instructions. To access the Travel Expense Report form, click on the Grey tab marked “Travel Expense Report” near the bottom left corner of the screen.**
 - b. **Complete all information requested on the Travel Expense Report, except budget numbers and travel requisition numbers. The Staff Development Office will add the correct budget numbers and travel requisition numbers before submitting your Travel Expense Report to the District.**
 - c. **Attach your documentation of registration fee payment to the Travel Expense Report. The form also requires your signature and the signature of your immediate work supervisor.**
3. **Complete an Activity Report (summary of the activity)** - Directions are attached.

RELEASE OF FUNDS - Staff Development funds will be released after the completed **Travel Expense Report** (with attached acceptable **documentation** and required signatures) **and** the **summary report** are received in the Staff Development Office. If necessary, please check with your division, department, or the Staff Development Office for guidance on submitting the above forms.