

**Southwest Texas Junior College**  
**INSTRUCTIONS FOR**  
**Non-Local/Overnight Travel Request/Reconciliation Form**

(For assistance, please contact Travel Coordinator (Blanca Martinez [bemartinez@swtjc.edu](mailto:bemartinez@swtjc.edu), phone ext 7339)

**PART A Pre-Approval/Estimate**

1. Before traveling overnight on behalf of SWTJC, you are required to obtain pre-approval for your trip, so please first familiarize yourself with SWTJC's Travel policy found here: [http://swtjc.edu/tinybrowser/files/business\\_office/swtjc\\_travel\\_policy\\_may\\_2016\\_revision.pdf](http://swtjc.edu/tinybrowser/files/business_office/swtjc_travel_policy_may_2016_revision.pdf). *Faculty must obtain approval and be advised of their professional development funds via the College's Professional Development Officer in advance of traveling* SWTJC Travel P-cards are available for all employees. If you do not already have one, please read through the P-card policy ([http://swtjc.edu/tinybrowser/files/business\\_office/swtjc\\_p-card\\_policy\\_final\\_including\\_travel\\_info.pdf](http://swtjc.edu/tinybrowser/files/business_office/swtjc_p-card_policy_final_including_travel_info.pdf)) and apply for a Travel card here: [http://www.swtjc.edu/tinybrowser/files/business\\_office/swtjc\\_travel\\_pcard\\_application.pdf](http://www.swtjc.edu/tinybrowser/files/business_office/swtjc_travel_pcard_application.pdf)
2. Complete the top portion of the travel form with Name, Address, Colleague ID#, the dates and place you are traveling, the purpose of the trip (ex.: Annual Conference).
3. Complete the **ESTIMATE** portion of the form – it is set up to “tab” through. Airline rates as well as rental car and shuttle rates, may be found on various websites. Hotel costs are usually included in information you receive about your conference (please attach a conference brochure or agenda when you route the form for pre-approval). Feel free to use the web to estimate mileage: <https://www.google.com/maps/dir///@29.2127699,-99.7749609,14z> and mileage rates are found here: <http://www.gsa.gov/portal/category/104715>. Meal per diem rates may be found here: <http://www.gsa.gov/portal/category/104711>. (Use 75% of per diem for first and last day). A note about per diem for meals – the use of personal funds is the preferred method, and you'll be reimbursed upon your return at the per diem rates, no receipts are needed. Or you may solicit a travel advance at the per diem rate in advance of your trip (with approved travel).
4. If you are requesting funds on your travel P-card, please check the box and enter the amount you estimate you'll need so that your card may be prepared for you.
5. If there are any non-P-card prepayments needed (travel advance for meal per diem or registration for example), please enter them here. Tab thru format.
6. Enter GL Acct number to which travel will be expensed. Ex: 12-500051-5001-01
7. Once you route for approval, forward to the Business Office Travel Coordinator (Blanca Martinez [bemartinez@swtjc.edu](mailto:bemartinez@swtjc.edu)). Once received, a T# (Travel Id#) will be assigned and should be referenced on all documents associated with your trip (your form will be returned to you). If you have a Travel P-card, it will be activated, loaded with the appropriate amount, and you will be notified to pick it up in the Business Office. Then you can begin “booking” your travel based on your approved estimate.

**PART B Reconciliation/Reimbursement**

8. Upon completion of your trip, and within 10 business days, you will need to complete the **“ACTUAL”** portion of the form. Gather all your receipts as they will need to accompany the form.
9. Enter the totals from your receipts in the appropriate boxes, and total across and down. Both personal auto mileage and per diem will total as the “Amount Due Traveler”. If you received a travel advance for per diem meals, you must subtract it on line “A” Prepaid & Travel P-card Cost. Totals from receipts on the Travel P-card will be matched to the P-card system. If there are any discrepancies, it will be the responsibility of the traveler to procure receipts. Note – Breakdown of per diem meals is 25% for breakfast, 25% for lunch, 50% for dinner. Do not claim meals when they are provided.
10. Finally, the form (with receipts attached) will need to be again routed through the proper approval channels, and forwarded to the Business Office where the appropriate action will be taken (check due traveler and/or reconciliation of Travel P-card charges).