

Process for Business Travel

Forms for use:

Rental Car Request Form – Go to www.hgtc.edu/purchasing >Procurement Guides and Forms

Expense Form – Located in myHGTC>Employee Resources>Employee Info and Forms>Business Affair and Finance

Travel Authorization Form - Located in myHGTC>Employee Resources>Employee Info and Forms>Travel and Field Trips

Paper Purchase Requisition Form – Located in myHGTC>Employee Resources>Employee Info and Forms

Fill out a Travel Authorization form and paper requisition and obtain all signatures before making any reservations. Out of State Travel requires you to be pre-approved by the President.

Please be familiar with the HGTC Travel Policy 2.2.1 & 2.2.2

1. Reserve a car at least 2 weeks in advance using the *Rental Car Request Form*

- a. Fill out, print, sign, and send to timothy.wall@hgtc.edu and toni.richardson@hgtc.edu
- b. Procurement will order the car to be delivered in time for your trip.
- c. You must pick up the keys and gas card from the Procurement office.
- d. Bring the keys and gas card back to Procurement office by 8:00 a.m. following your return.
- e. If returning after hours, there is a drop box on the outside of Bldg. 200 west, side entrance.
- f. The car must be filled up with gas and the receipt must be turned in with gas card.
- g. If you need to rent a car after flying to a city, it will be done at your own expense. Uber and taxi services are permissible. These charges may be eligible for reimbursement at the most current State guidelines rates.

2. Pay for your registration

- a. You're allowed to use your p-card to pay for registration. If you do not have a p-card, a Purchase Order can be used and a check will be mailed, or the procurement office can use their p-card to make payment as long as you provide them with an authorized requisition.

3. Hotel reservation

- a. You may make your own reservation and hold it with your p-card, **but never pay with your p-card.**
- b. The Procurement office will make the payment for you via the Travel p-card. The State has authorized the use of p-card payment only by the Procurement office. Other department p-cards can't be used.
- c. Fill out a paper requisition and travel request and obtain the proper signatures. Send to Tim Wall or Toni Richardson at least 2 weeks prior to your date of stay. Include all pertinent information.
- d. You will be emailed your confirmation information.

4. Airfare and reservations

- a. Air Travel reservations must be made by the Procurement office. To help you with your reservations you must supply us with a fully executed paper requisition and travel request. You may prefer to meet with procurement in-person to assist with the flight details.

5. Food

- a. If your travel does not require you to spend the night, there will be no reimbursement for food.
- b. If you do have to spend the night, food will be at your own expense, and you will be reimbursed at the most current State guidelines. To obtain your reimbursement, fill out an expense form and submit for signatures.

6. The State asks us to travel as economically as possible

- a. If your conference is in a hotel, try to stay in the same hotel to avoid the need to travel to and from your conference.
- b. The State does not allow employees to tip. If a tip for service seems appropriate, please do so at your own expense.