

Process for Business Travel - 2024

Reference 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 - Go to www.hgtc.edu/purchasing >Procurement Guides and Forms

Paper Purchase Requisition Form – Go to www.hgtc.edu/purchasing >Procurement Guides and Forms

Out of State Travel requires you to be pre-approved by the President. Fill out a Travel Authorization and paper requisition and obtain all signatures before making any reservations. Tim Wall in the Procurement Office will make your reservations for you.

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. *Renting a car is the preferred method if traveling over 100 miles.*
- b. Fill out, print, sign, and send to timothy.wall@hgtc.edu and Toni.richardson@hgtc.edu
- c. Procurement will order the car to be delivered in time for your trip
- d. You must pick up the keys and gas card from the Procurement office
- e. Bring the keys and gas card back to Procurement office by 8:00 a.m. following your return
- f. If returning after hours, there is a drop box on the outside of Bldg. 200 west, side entrance.
- g. The car must be filled up and the receipt must be turned in with gas card
- h. If you need to rent a car after flying to a city, it will be done at your own expense. Uber and taxi services is permissible. These charges may be eligible for reimbursement at the most current State guidelines rates.

2. Pay for your registration

- a. It is ok and preferred to use your p-card for this.
- b. If you don't have a college p-card, the Procurement department will do this for you
- c. or you may enter a requisition and a Purchase Order and check may be issued if accepted by the vendor

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 should not be used. Nor should you use a personal credit card for travel reservations.
- c. Fill out a paper requisition and travel request and obtain the proper signatures. Send to Tim Wall or Paula Shaw at least 2 weeks prior to your date of stay. Include all pertinent information.
- d. You will be emailed your confirmation information.

4. Airfare reservations

- a. Air Travel - The Procurement office will make your reservations and pay for it on the Travel p-card. You must supply us with a fully executed paper requisition and signed travel request.

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, obtain signature and submit to Accounting office.

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.
- c. If more than one employee is traveling to the same destination, please try to car pool.