

## **OTC TRAVEL INFORMATION**

- 1) Any staff or faculty traveling out-of-state will need to complete an ATR and seek appropriate approvals. The completed ATR will be submitted to the department's Administrative Assistant.
- 2) With appropriate approval, either the Administrative Assistant or the traveler can book the flight(s). The departmental P-card may be used to purchase the employee's ticket.
- 3) Flights may be booked through various services, i.e. any travel agency, Expedia, Travelocity, Allegiant or through the airline.
- 4) When booking a flight, approved dates and destinations cannot be changed unless there is a subsequent approval to do so. The Administrative Assistant should remind staff before booking their flights that the originally approved information cannot be changed without getting reapproval for changes.
- 5) Administrative Assistant will keep a copy of the approved ATR and the itinerary/invoice (payment receipt) for reconciliation of department P-card.

## **FAQ - Refer to Policy 6.12 for more information**

1. **Q: How do I pay for my flight?**

*A: You may use your department's p-card (this is the preferred method). If you personally pay for your flight reservations, the college will not process employee reimbursement until after you have returned from your travel.*

2. **Q: Who can book my flight?**

*A: Your department's Administrative Assistant may book your flight; however, you may make your own reservations.*

3. **Q: Can approved travel dates be changed?**

*A: No. In order to change the approved dates or destination, a reapproval will be required.*

4. **Q: I have a travel companion. May I book and charge their travel to the department p-card?**

*A: No, a travel companion **cannot** use the P-Card to purchase their ticket. The travel companion is responsible for their own travel costs.*

5. **Q: Can I drive out-of-state instead of fly?**

*A: Maybe. Employees are encouraged to use reasonable economies. The college shall reimburse the employee for the mode of transportation which is the most economical considering the time, convenience and cost of the transportation. Please refer to Policy 6.12, Direct Reimbursement for Permissible Expenditures.*

**6. Q: Who keeps track of the approved ATR's and travel invoices?**

*A: The Administrative Assistant will keep all copies to use as documentation when reconciling the P-Card. If the employee pays out-of-pocket for their flight, it is their responsibility to submit the flight invoice along with the approved ATR when seeking reimbursement.*

**7. Q: Who can I book flights through?**

*A: Flights may be booked through various services. i.e. any travel agency, Expedia, Travelocity, Allegiant or through the airline.*

**8. Q: Can an employee traveling to an out-of-state conference rent a car while they're there?**

*A: Employees are encouraged to use reasonable economies. The college shall reimburse the employee for the mode of transportation which is the most economical, considering the time and convenience of the transportation. Mass transit, shuttles, taxis and parking charges incurred while on official business may be claimed when properly itemized on the travel expense voucher. Original receipts must be submitted for reimbursement.*