

Travel & Conference Process

COMPLETE TRAVEL CONFERENCE REQUEST FORM

Complete the Request form for any of the following:

- Travel & Conference (multiple or single day)
- Virtual Conference/Webinar
- Field Trip
- Trainings/Professional Development

Route Request Form for signature via AdobeSign, cc.Travel@gavilan.edu

PRE-TRAVEL ARRANGEMENTS

Pre-travel arrangement involves organizing and finalizing essential details before a trip. This includes booking transportation and accommodation, registration, confirming itineraries and ensuring compliance with travel policies. Proper planning ensures a smooth and efficient travel experience. If advanced payment is needed please use the following methods:

- **District Credit Card**
 - See Credit Card Guidelines
- **Direct Pay**
 - See Direct Pay Guidelines
- **Travel Agency**
 - Booking airfare through the Travel Agency will be paid directly by the District:
caltravel@ciazumano.com [+1\(877\)454-TRVL \(8785\)](tel:+1877454TRVL)

*For advanced payment - Business Office requires completed forms a **minimum** of 3 weeks prior to departure date*

----- UPON RETURN -----

TRAVEL CONFERENCE REIMBURSEMENT

Within 30 days of trip completion, the traveler must submit a Travel/Conference Reimbursement Request Form to Travel@gavilan.edu, include all required backup documentation/receipts such as:

- **Approved Travel/Conference Request Form**
- **Conference Agenda**
- **Itemized Receipts** - (See Travel Guidelines for additional information)
 - Hotel Folio
 - Registration
 - Mileage
 - Per Diem
 - Transportation
 - Parking, etc.

A Reimbursement request is required for all trips in which an expense was incurred in connection of college business travel, whether the expense was paid directly by the District or the traveler.

Once reimbursement is approved, check will be disbursed within 10 business days.