## Procedures for Excused Absence (Travel) with Expenses

Employee completes and signs Request for Excused Absence Form. <u>All</u> associated expenses should be included on the back of the form. Expenses to be reimbursed to employee should be listed under the 'To Be Reimbursed' column; expenses to be paid by purchase order should be in the 'PO' column. Employee attaches completed purchase requisition(s) for expenses to be paid by PO and submits packet to supervising administrator.



Supervising administrator reviews and signs excused absence and purchase requisitions. Administrator completes and signs Pre-Authorization Form detailing all expenses related to travel initiative and identifies funding source, if known. A copy of entire packet is kept in originating office, and original is forwarded to Chief Academic Officer or Director for approval.



Chief Academic Officer or Director reviews, approves and signs preauthorization and forwards entire packet to appropriate Special Programs or Fiscal Service personnel.



If funded on 'A' Budget, forward to appropriate Budget Analyst who is the liaison for that function.



If funded on 'F' Budget, forward to Grants Procurement Specialist or Program Supervisor in Special Programs assigned to monitor grant.



If funding source is unknown, contact Special Programs.



Special Programs' or CFO's designee ensures both availability of funds and initiative's alignment with District and funder requirements; logs information into tracking template; and writes budget number (if not already identified) on preauthorization, excused absence and purchase requisitions.



If on 'A' Budget, packet is forwarded to Chief Financial Officer.



If on 'F' Budget, packet is forwarded to Director of Special Programs.



Director reviews, approves and signs all documents. If request is for out-of-state travel, excused absence is forwarded to the Superintendent for her review and approval. Once approved, purchase requisitions are processed and excused absence form is returned to requestor.



Originating employee conducts travel initiative, completes and signs a Travel Expense Statement and sends it, along with receipts and the *original*, *approved Request for Excused Absence* to Director of Special Programs or CFO, who verifies costs and sends to Accounts Payable Department for processing of reimbursement check.