



San Diego Community College District

City College · Mesa College · Miramar College · College of Continuing Education

Travel Authorization Procedure

Navigation path to Travel Authorizations:

- 1) Log in to PeopleSoft using: <https://myportal.sdccd.edu>

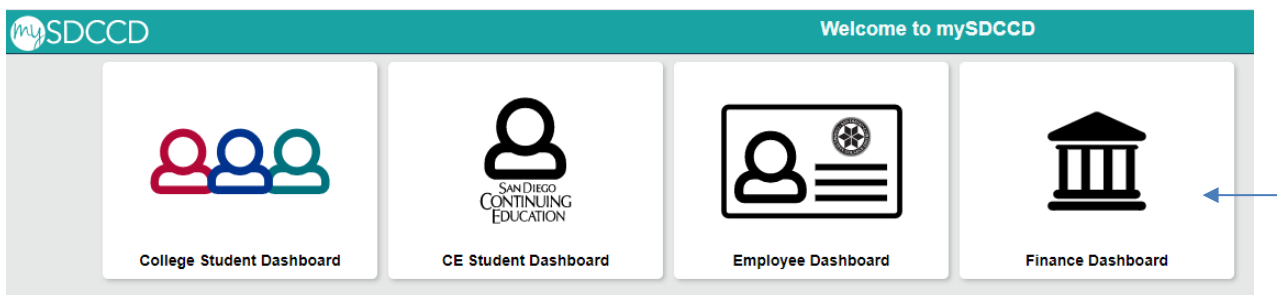
Enter password

Password

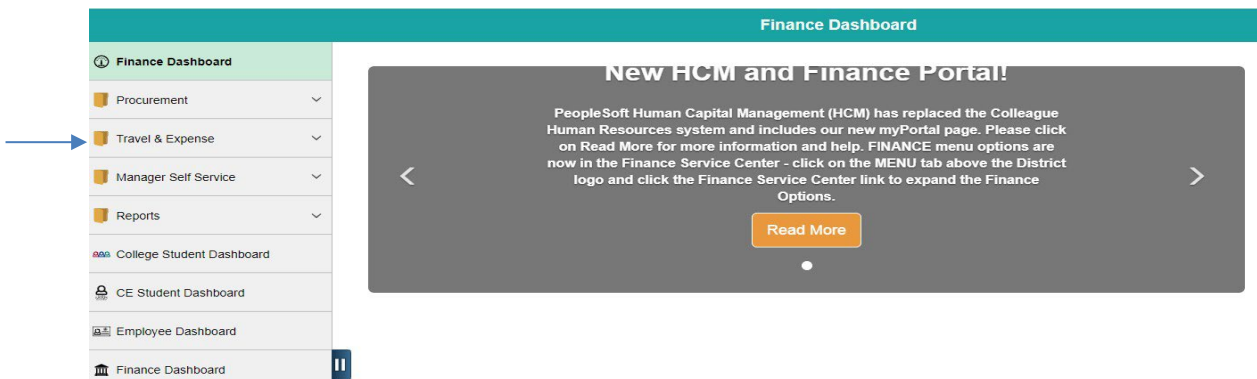
[Forgot my password](#)

Sign in

- 2) Click on the Finance Dashboard tile on the main portal



- 3) Click on Travel & Expense





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4) Choose Travel Authorization

Finance Dashboard

Finance Dashboard

Procurement

Travel & Expense

Travel Authorization

Expense Report

Cash Advance

Request a Payment

Travel and Expense Center

Travel Authorization

Add a New Value

*Empl ID

Add

Find an Existing Value

5) Enter the employee ID (Empl ID) of the person for whom the travel is for.

Finance Dashboard

Travel Authorization

Add a New Value

*Empl ID

Find an Existing Value

*Empl ID

Empl ID	Name
Ac 0002066366	San Agustin::::Jasmine Ena-Siuta



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Set up a Travel Authorization:

1) Fill in the highlighted fields:

Jasmine San Agustin

Quick Start [Save for Later](#) | [Summary and Submit](#)

***Business Purpose**

***Description**

Default Location

***Date From** ***Date To**

[Attachments](#)

Reference

Projected Expenses

[Expand All](#) | [Collapse All](#)

Totals (0 Lines)					0.00	USD
*Date	*Expense Type	Description	*Payment Type	*Amount	Currency	+ -
				0.00	USD	

[Expand All](#) | [Collapse All](#)

Totals (0 Lines) 0.00 USD

- 2) Search and select the Default Location (where you are traveling to)
- First, click on the magnifying glass in the Default Location field

Default Location

***Date From** ***Date To**

[Attachments](#)

b. Click Advanced Lookup

Look Up Default Location

Search by: Expense Location begins with

[Help](#)

Advanced Lookup

- You can search by the location (zip code of where the traveler will stay or where the conference is) OR by the name of the city.



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Look Up Default Location

Help

SetID

Expense Location

contains

SHARE

Description

contains

Search

Clear

Cancel

Basic Lookup

***Tip:** Change the drop-down menu to “contains” so the search will return all values.

***Note:** Selecting the default location will automatically populate the meal per diem rates in the “*Amount” field per the [Government Services Administration \(GSA\) rates](#), once they are selected under the “Expense Type” menu.

- 3) You will generate an Authorization ID (aka TA Number) **only after** adding one expense line and clicking “Save for Later.”

Jasmine San Agustin

Actions

Save for Later

Summary and Submit

GO

*Business Purpose

Professional Development

*Description

Travel Authorization Demo 2026

Default Location

OAKLAND

*Date From

05/25/2026

*Date To

05/28/2026

Attachments

Authorization ID

0000016323 Pending

Reference

Projected Expenses

Expand All

Collapse All

Totals (1 Line)

69.00

USD

*Date

05/25/2026

*Expense Type

First/Last Day of Travel

Description

First Day Travel meal per diem

*Payment Type

Employee Paid

*Amount

69.00

Currency

USD

*Billing Type

Internal Dist

*Location

OAKLAND

Accounting Details

Chartfields

Amount

69.00

*GL Unit

DIS01

Fund

1110

Dept

74200

Product

672000

Account

5354

Oper Unit

PC Bus Unit

Project

Expand All

Collapse All

Totals (1 Line)

69.00

USD

***Note:** The status of a TA is “Pending” while it is being worked on.



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Now, you are ready to begin adding expense lines to your TA!

To add a new expense line, click the “+” sign:

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Actions [Save for Later](#) | [Summary and Submit](#) ...Choose an Action GO

*Business Purpose Professional Development

*Description Travel Authorization Demo 2026

Default Location OAKLAND

*Date From 05/25/2026

*Date To 05/28/2026

Authorization ID 0000016323 Pending

Reference

[Attachments](#)

Projected Expenses

[Expand All](#) | [Collapse All](#)

Totals (1 Line) **69.00** USD

▼ *Date 05/25/2026

*Expense Type First/Last Day of Travel

Description First Day Travel meal per diem

*Payment Type Employee Paid

*Amount 69.00 Currency USD +

*Billing Type Internal Dist

*Location OAKLAND

▼ Accounting Details

Chartfields

Amount	*GL Unit	Fund	Dept	Product	Account	Oper Unit	PC Bus Unit	Project
69.00	DIS01	1110	74200	672000	5354			

[Expand All](#) | [Collapse All](#)

Totals (1 Line) **69.00** USD

To remove an expense line, click the “-” sign:

Jasmine San Agustin

Actions [Save for Later](#) | [Summary and Submit](#) ...Choose an Action GO

*Business Purpose Professional Development

*Description Travel Authorization Demo 2026

Default Location OAKLAND

*Date From 05/25/2026

*Date To 05/28/2026

Authorization ID 0000016323 Pending

Reference

[Attachments](#)

Projected Expenses

[Expand All](#) | [Collapse All](#)

Totals (1 Line) **69.00** USD

▼ *Date 05/25/2026

*Expense Type First/Last Day of Travel

Description First Day Travel meal per diem

*Payment Type Employee Paid

*Amount 69.00 Currency USD + -

*Billing Type Internal Dist

*Location OAKLAND

▼ Accounting Details

Chartfields

Amount	*GL Unit	Fund	Dept	Product	Account	Oper Unit	PC Bus Unit	Project
69.00	DIS01	1110	74200	672000	5354			

[Expand All](#) | [Collapse All](#)

Totals (1 Line) **69.00** USD



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Expense Types

***Note:** Choosing an “Expense Type” will automatically populate the account code in the Chartfield. Therefore, there is no need to change or manually enter an account code.

1) Meal Per Diems

a) ***First/Last Day of Travel***

- i) This meal per diem is used twice in a travel authorization: Once on the first travel date and again on the last travel date.
- ii) The amount of this meal per diem is 75% of a full-day meal per diem. For example, if a full-day meal per diem is \$100, the First/Last Day of Travel rate will be \$75.00
- iii) This meal per diem includes the \$5 Daily Incidental rate

See the first and last lines in the screenshot on the next page, for example

[Rates are determined by GSA](#)

b) ***Full Per Diem Rate All Meals***

- i) This meal per diem is used when a conference does not provide meals, requiring the employee to pay for all meals out-of-pocket.
- ii) This meal per diem includes the \$5 Daily Incidental rate

See line two in the screenshot on the next page for example

[Rates are determined by GSA](#)

c) ***Itemizing Meals (Breakfast, Lunch, Dinner, Daily Incidental Rate)***

- i) Itemizing meal per diems happens when a conference only provides one or two meals, requiring the employee to pay out-of-pocket for the meal(s) not provided by the conference.
- ii) In this case, the employee must list the meals not covered on separate expense lines and a line for the daily incidental.
- iii) For example, if a conference provided breakfast and lunch, the employee is responsible for buying dinner. Therefore, the employee can include an expense line for dinner and a line for daily incidental expense on the day they paid for dinner.

See the third and fourth lines in the screenshot on the next page for example



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Notes about Per Diem expenses

- The “*Payment Type” for meal per diems is “Employee Paid”
- Receipts are not required for meals. Employees can be reimbursed up to the GSA per diem amount. Please reference [Administrative Procedure \(AP\) 7400](#) regarding meal per diems.

Example of Meal Per Diem expense lines:

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Actions: [Save for Later](#) | [Summary and Submit](#) | [GO](#)

***Business Purpose** Professional Development

***Default Location** OAKLAND

***Date From** 05/25/2026 ***Date To** 05/28/2026

***Description** Travel Authorization Demo 2026

Authorization ID 0000016323 Pending

Reference

Projected Expenses [Expand All](#) | [Collapse All](#)

Totals (5 Lines) 273.00 USD

*Data	*Expense Type	Description	*Payment Type	*Amount	Currency	
05/25/2026	First/Last Day of Travel	First Day Travel meal per diem	Employee Paid	69.00	USD	+ -
*Billing Type Internal Dist						
*Location OAKLAND						
Accounting Details						
Chartfields						
Amount	*GL Unit	Fund	Dept	Product	Account	Oper Unit
69.00	DIS01	1110	74200	672000	5354	
05/26/2026	Full Per Diem Rate All Meals	Full Day of Meals Per Diem	Employee Paid	92.00	USD	+ -
05/27/2026	Dinner	Dinner-5/27/26	Employee Paid	38.00	USD	+ -
05/27/2026	Daily Incidentals Rate	Daily Incidental-5/27/26	Employee Paid	5.00	USD	+ -
05/28/2026	First/Last Day of Travel	Last Day Travel meal per diem	Employee Paid	69.00	USD	+ -

[Expand All](#) | [Collapse All](#)

Totals (5 Lines) 273.00 USD

***Note:** The General Ledger (GL) budget string used above is **only** an example.

***Note:** Amounts listed are for demonstration purposes only.



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***Tip:** If the same GL budget string will be used throughout the travel authorization, you can use the “Default Accounting” option in the “Options” drop-down menu to enter the Business unit, Fund, Department, and Product codes of the GL string to automatically populate on a new expense line.

***Note:** You must add one expense line with the full GL string first before you can access the “Default Accounting” option.

To use the “Default Accounting” after entering one expense line with the GL string, follow these steps:

San Diego Community College District

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Save for Later | Summary and Submit

Actions: Default Accounting

GO

*Business Purpose: Professional Development

*Description: Travel Authorization Demo 2026

Default Location: SAN DIEGO

*Date From: 05/25/2026

*Date To: 05/27/2026

Reference

Attachments

Projected Expenses

Expand All | Collapse All

Totals (1 Line): 64.50 USD

*Date: 05/25/2026

*Expense Type: First/Last Day of Travel

Description: First Day Travel meal per diem

*Payment Type: Employee Paid

*Billing Type: Internal Dist

*Location: SAN DIEGO

Accounting Details

Chartfields

Amount	*GL Unit	Fund	Dept	Product	Account	Oper Unit	PC Bus Unit	Project
64.50	DIS01	1110	74200	672000	5354			

Expand All | Collapse All

Totals (1 Line): 64.50 USD

Next, enter your approved GL budget string and then click “OK.”:



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Create Travel Authorization

Accounting Defaults

Authorization ID NEXT

Accounting Summary

%	GL Unit	Fund	Dept	Product	Oper Unit	PC Bus Unit	Project	Activity	
100.00	DIS01	1110	74200	672000					

Add ChartField Line

Load Defaults

OK

User Defaults

2) Transportation

a) **Air Travel**

- This expense type is for airfare. Select the “Payment Type” that was used to purchase the airline tickets.
- Although it is not required at this point, it is recommended to add your ticket number in the “Ticket Number” field. **This number will be required on the Expense Report.**

b) **Automobile Mileage**

- Automobile mileage is reimbursable if the employee is driving their personal car and traveling 40 miles or more outside of San Diego County.
- A round-trip total of miles may be on one expense line. If so, make a note in the “*Description” box that the mileage is round-trip, **OR**
Travelers may have two separate lines, one for departure and one for return, for automobile mileage.
- Automobile Mileage calculates distance as:
From the employee’s place of work (District Office, City College, Mesa College, Miramar College, College of Continuing Ed., etc) to the conference.

The automobile mileage rate is determined by the [Internal Revenue Service](#)

Please reference [page 8 of the AP 7400](#) for additional information about Automobile Mileage and distance calculations

c) **Automobile Rental and Gasoline/Rental Car Only**

- Automobile rental from a carrier at an airport terminal for local transportation is reimbursable per [AP 7400](#).
- Gasoline is reimbursed only for rental cars



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Example of Transportation expense lines:

05/25/2026	Air Travel	Airfare	Employee Paid	200.00	USD	+ -
*Billing Type		Internal Dist				
Ticket Number		123456789				
Accounting Details						

05/28/2026	Automobile Mileage	Mileage	Employee Paid	40.17	USD	+ -
*Billing Type		Internal Dist				
*Miles		55.40	x	0.7250		
Accounting Details						

05/28/2026	Automobile Rental	Automobile Rental	Employee Paid	300.00	USD	+ -
*Billing Type		Internal Dist				
Accounting Details						

05/28/2026	Gasoline/Rental Car Only	Gasoline for Rental	Employee Paid	200.00	USD	+ -
*Billing Type		Internal Dist				
Accounting Details						

***Note:** The General Ledger (GL) budget string used above is **only** an example.

***Note:** Amounts listed are for demonstration purposes only.

3) Hotel and Lodging

- This expense type records hotel fees, including taxes
- Enter the number of nights you plan to stay at the hotel
- The “*Nightly Rate” is equal to the Total Cost (including taxes)/Number of Nights
- The “Payment Type” depends on who will pay for the lodging
 - If the employee is paying, choose “Employee Paid.”
 - If the District is paying, choose “Prepaid Travel” if a Payment Request was submitted to have a check sent to the vendor
 - If the District is paying, choose “CalCard” if General Accounting paid via CalCard
- Please reference [page 5 of the AP 7400](#) for additional information

Example of Hotel/Lodging expense line:



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05/25/2026 Hotel / Lodging * Hotel Fees 435.00 USD + -

*Billing Type Internal District

Number of Nights 3

*Nightly Rate 145.00

Accounting Details

Chartfields

Amount	*GL Unit	Fund	Dept	Product	Account	Oper Unit	PC Bus Unit	Project
435.00	DIS01	1110	74200	672000	5359			

***Note:** The General Ledger (GL) budget string used above is **only** an example.

***Note:** Amounts listed are for demonstration purposes only.

4) Meetings and Conferences

- This expense type records registration fees for conferences and trainings
- The "Payment Type" depends on who will pay for the registration fees. The same payment options from Hotel and Lodging apply here.
- Please reference [page 6 of the AP 7400](#) for additional information

Example of Meetings and Conferences expense line:

05/25/2026 Meetings & Conferences * Registration Fees 500.00 USD + -

*Billing Type Internal District

Accounting Details

Chartfields

Amount	*GL Unit	Fund	Dept	Product	Account	Oper Unit	PC Bus Unit	Project
500.00	DIS01	1110	74200	672000	5358			

***Note:** The General Ledger (GL) budget string used above is **only** an example.

***Note:** Amounts listed are for demonstration purposes only.



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5) **Miscellaneous**

- This expense type is used to record miscellaneous fees such as Uber, Lyft or Taxi fares, baggage fees, parking fees, toll fees, internet charges to conduct District business, etc.
- Miscellaneous expenses are typically employee-paid fees.
- Please reference [page 9 of the AP 7400](#) for additional information

Example of Miscellaneous expense type:

05/25/2026 Miscellaneous * Uber/Lyft/Parking Fees/Baggage Fees Employee Paid 200.00 USD

*Billing Type Internal Distr

Accounting Details

Chartfields

Amount	*GL Unit	Fund	Dept	Product	Account	Oper Unit	PC Bus Unit	Project
200.00	DIS01	1110	74200	672000	5361			

Adding Attachments

Attachments are required to show proof of purchase. This includes:

- Hotel folio (total that includes taxes and fees and number of nights)
- Airline ticket receipts (this may include the rental car fee if one is rented and baggage fees)
- Registration receipt
- Conference Agenda (to show what meals are provided)
- Rental Car receipts
- Google Map of travel to and from a conference (for mileage)

Combine all attachments into one PDF File and attach here:

Jasmine San Agustin

Actions Save for Later | Summary and Submit

*Business Purpose Professional Development

*Description Travel Authorization Demo 2026

Default Location OAKLAND

*Date From 05/25/2026 Attachments

*Date To 05/28/2026

Authorization ID 0000016323 Pending

Reference

Projected Expenses

Expand All | Collapse All

Totals (12 Lines) 2,313.17 USD



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Travel Auth Attachments

Travel Authorization ID 0000016323

Details

<

>

1-1 of 1

>

>

View All

File Name	Description	User	Name	Date/Time Stamp	
View					—

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK

Cancel

Save and Submit a Travel Authorization

After adding all the applicable expense lines and attaching the associated receipts, click “Save for Later” in the top-right corner of the screen.

Jasmine San Agustin

Save for Later

Summary and Submit

Actions ...Choose an Action GO

*Business Purpose Professional Development

Default Location OAKLAND

Authorization ID 0000016323 Pending

*Description Travel Authorization Demo 2026

*Date From 05/25/2026

*Date To 05/28/2026

Reference

If any red flags appear, a correction to an expense line is required before it can be submitted successfully. Click on the red flag to view the error.

Example of a Red Flag that needs correction:

13



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Jasmine San Agustin

Actions: [Save for Later](#) | [Summary and Submit](#)

Business Purpose: Professional Development

Description: Travel Authorization Demo 2026

Default Location: OAKLAND

Authorization ID: 0000016323 Pending

Date From: 05/25/2026 Date To: 05/28/2026

Reference:

Attachments

Projected Expenses

Expand All | Collapse All

Totals (12 Lines) 2,313.17 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency	
05/25/2026	First/Last Day of Travel	First Day Travel meal per diem		69.00	USD	+ -
Accounting Details						
Billing Type: Internal Distr						
Location: OAKLAND						
05/26/2026 Full Per Diem Rate All Meals						
Billing Type: Internal Distr						
Location: OAKLAND						

Authorization Line Errors

Please enter or update the following information:

Missing Payment Type

[Return](#)



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If no red flags appear or you've cleared any flags, you can now "Save and Submit" your report:

Jasmine San Agustin ⓘ

Actions [Save for Later](#) [Summary and Submit](#) [GO](#)

*Business Purpose Professional Development

*Description Travel Authorization Demo 2026

Default Location OAKLAND

*Date From 05/25/2026

*Date To 05/28/2026

Authorization ID 0000016323 Pending

Reference

[Attachments](#)

Projected Expenses ⓘ
[Expand All](#) | [Collapse All](#)

Totals (12 Lines) 2,313.17 USD

Check the box to certify that the costs are reasonable estimates and then click "Submit Travel Authorization."

Jasmine San Agustin

Actions [Save for Later](#) [Travel Authorization Details](#) [GO](#)

*Business Purpose Professional Development

*Description Travel Authorization Demo 2026

Default Location OAKLAND

*Date From 05/25/2026

*Date To 05/28/2026

Authorization ID 0000016323 Pending

Reference

[Attachments](#)

Totals ⓘ [View Printable Version](#) [Notes](#)

Projected Expenses (12 Lines)	2,313.17 USD	Denied Expenses	0.00 USD
Total Authorized Amount		2,313.17 USD	

☒ By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

[Submit Travel Authorization](#)



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The dialog box is titled "Travel Auth Submit Confirm" and contains the following information:

- Travel Authorization**
- Save Confirmation**
- Jasmine San Agustin
- Totals** (with a help icon)
- Total Authorized Amount** 2,313.17 USD
- Buttons: **OK** (highlighted with a red box) and **Cancel**

If you see that the status of your TA is now “Submission in Process,” the TA was submitted into workflow successfully.

The main screen displays the following information:

- Header:** Jasmine San Agustin, Actions: ...Choose an Action, GO
- Message:** Your travel authorization 0000016323 has been submitted for approval. (highlighted with a green box)
- Details:**
 - Business Purpose: Professional Development
 - Description: Travel Authorization Demo 2026
 - Default Location: OAKLAND
 - Date From: 05/25/2026, Date To: 05/28/2026
 - Authorization ID: 0000016323, Submission in Process (highlighted with a green box)
- Totals:** Projected Expenses (12 Lines) 2,313.17 USD, Denied Expenses 0.00 USD, Total Authorized Amount 2,313.17 USD
- Footer:** By checking this box, I certify these costs are reasonable estimates and comply with expense policy. (checkbox checked)
 - Submit Travel Authorization
 - Refresh Approval Status
- Buttons:** Return to Search, Notify

If you are returned to the main screen after clicking “OK” in the “Travel Auth Submit Confirm” box, that means additional corrections to expense lines need to be made. You will see red flags on those lines if this is the case. After they’ve been cleared, try submitting again.

Congratulations! You have successfully submitted your Travel Authorization!



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Travel Authorization Frequently Asked Questions:

Q: What do the different payment types mean?

A: The different payment types mean:

Employee Paid-The employee paid for this expense out-of-pocket. Therefore, this expense will be reimbursed to the employee after an expense report is submitted.

Prepaid Travel: The District is paying for this expense by check. After a TA is approved (must have the status "Approved"), the employee can fill out a payment request (Employee Self Service > Payment Request Center > Create) to generate a check for the hotel or conference vendor.

CalCard-The District is paying for this expense via District travel card. This option is only to be used IF the hotel and the conference vendors do not accept checks. The employee must have an approved TA on file first. Then, the employee is responsible for securing their own hotel, conference, and airline arrangements. Once payment is ready, they will reach out to District General Accounting to have the expenses paid.

Q: How do I know where in the approval flow my Travel Authorization is in?

A: Look at the status of your report first

Finance Dashboard > Travel & Expense > Travel and Expense Center > Travel Authorizations > 3 More... > View

Click "Search" (without entering any data in the "Search by" field)

Travel Authorization

Find an Existing Value

▼ Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches ▼

Saved Searches Choose from saved searches ▼

Search by: Authorization ID ▼ begins with

▼ Show more options

Search

Clear



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A list of Travel Authorizations you've submitted will populate, and the most recently submitted TA will be at the top of the list. Click on the "Authorization ID" to view the TA and its status:

Travel Authorization

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches

Choose from recent searches

Saved Searches

Choose from saved searches

Search by: Authorization ID begins with

Show more options

Search

Clear

Save Search

Search Results

Only the first 100 results of a possible 14061 can be displayed.

1-10 of 100						
Authorization ID	Authorization Name	Name	Empl ID	Status	Creation Date	
0000016323	Travel Authorization Demo 2026	San Agustin, Jasmine Ena-Siuta	0002066366	Submitted	05/20/2026	>

[Home](#) | [Travel Authorization Details](#)

Jasmine San Agustin

Business Purpose Professional Development
Description Travel Authorization Demo 2026

Default Location OAKLAND
Date From 05/25/2026 Date To 05/28/2026
Reference

Actions ...Choose an Action

GO

Authorization ID 0000016323 Submitted for Approval
Created 05/20/2026 Jasmine San Agustin
Last Updated 05/21/2026 Jasmine San Agustin

Totals

[View Printable Version](#)

[Notes](#)

Status Meaning:

Pending-The TA is still in the creator's queue and needs to be submitted if the TA is complete and ready for approval.

Submitted for Approval-The TA is in the first approver's queue. This is where the TA needs to be budget checked. Once the first approver approves, it will flow to step two.

Approvals in Process-The TA is still going through the approval flow

Approved-The TA has been reviewed and approved by the last approver in the approval flow

Q: Who do I reach out to for assistance with my Travel Authorization?

A: Reach out to your travel liaison, executive assistant, or General Accounting for assistance.

Q: Who do I contact to find out where in the approval flow my report is?

A: Reach out to your travel liaison, executive assistant, or General Accounting for this information.

Q: How do I get reimbursed for travel expenses I paid out-of-pocket?

A: After the conference, you have 10 days to complete and submit an Expense Report to close out the TA. Reimbursable expenses will be paid via check after the Expense Report has been fully approved. A separate guide is available for Expense Reports.



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Q: If a third party pays for an employee's travel expenses, does a Travel Authorization need to be submitted?

A: Yes, a travel authorization still needs to be submitted. An employee will submit a \$0.01 TA, entering only one expense line for \$0.01. This is so the travel authorization obtains approval from those in their approval flow and is covered by the District's travel insurance.

Q: What if an employee forgets to submit a travel authorization, and they have out-of-pocket expenses?

A: If an employee returns from their travel with expenses, they will submit an expense report without a travel authorization.

***Note:** *An employee should always have a travel authorization on file for any District business travel.*

Q: Can I submit a payment request or request accommodations to be paid via CalCard before I have an approved Travel Authorization on file?

A: No, a Travel Authorization must be approved before a payment request can be submitted or for expenses to be paid via CalCard.

Q: If travel happens at the end of June, and an employee returns to do their expense report after July, how do the expenses post back to the prior fiscal year?

A: At the end of the fiscal year, the District Office will post approved travel authorizations that happened at the end of June back to the prior fiscal year.

Q: Can an employee pay for expenses out of pocket and be reimbursed before the travel takes place?

A: No, the employee must wait to submit their expense report after they return from travel to receive their reimbursements.

Q: What's the standard practice for student travel?

A: If an employee is taking a group of students on a field trip or a business trip, the students and their expenses can be added to that employee's Travel Authorization. The employee must include a list of the student's names and their student IDs, and the employee can add expense lines that group all expenses together. For example, if the total group registration includes the employee and all students, then one expense line can be added for the total registration cost.

Q: What if a group of employees is traveling to the same conference together? Can they all be added to the same group registration? If so, do they all list the registration on their individual Travel Authorizations, or can one employee include the group registration on their TA alone?

A: Yes, a group of employees all going to a conference can be on the same registration payment on a payment request. In this case, one employee can add the group expense to their TA.

Q: What if I don't see the location listed in the "Default Location" menu?

A: Reach out to General Accounting or the Business Systems Analyst in Finance and Business Services to add the city, zip code, and meal per diems associated with the zip code.

Q: What if my only expense is mileage?

A: In this case, a Mileage-Only expense report can be submitted without a travel authorization.



San Diego Community College District

City College · Mesa College · Miramar College · College of Continuing Education

Sources:

U.S. General Services Administration Meal Per Diem Breakdown:

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

U.S. General Services Administration Update on IRS Mileage Rate:

<https://www.gsa.gov/travel/plan-a-trip/transportation-airfare-rates-pov-rates/private-owned-vehicle-pov-mileage-reimbursement>

Administrative Procedure (AP) 7400-Travel

<https://go.boarddocs.com/ca/sdccd/Board.nsf/goto?open&id=AQ5LYG58C0E4#>

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Book: SDCCD Administrative Procedures

AP 7340 Leaves

AP 7341 Sabbaticals

AP 7342 Holidays

AP 7345 Catastrophic Leave Program

AP 7346 Employees Called to Military Duty

AP 7347 Paid Family Leave

AP 7370 Political activity

AP 7380 Retiree Health Benefits: Academic Employees

AP 7381 Health and Welfare Benefits

AP 7400 Travel

Book: SDCCD Administrative Procedures

Section: Chapter 7 - Human Resources

Title: Travel

Code: AP 7400

Status: Active

Adopted: September 22, 2009

Last Revised: November 13, 2023

AP 7400 Travel

Office(s) of Primary Responsibility:
Executive Business Officer
Vice Presidents of Administrative Services

Purpose/Scope

The purpose of this procedure is to implement provisions of Board Policy 6310 Travel, and to specify the general procedures and methods for implementing a travel program for District faculty, staff, board members, student representatives, and other District-affiliated persons.

This procedure is established consistent with the District Travel Policy of the Board of Trustees and applicable guidelines and regulations issued by the state and federal governments, including laws hereinafter enacted.

All travel activities addressed by this procedure will be consistent with and appropriate to the needs of the programs, purposes, and/or personnel of the District.

Definition and Approval of Off-Campus Travel

For purposes of this procedure, off-site travel shall be defined as including international, regional, state or sectional meetings whose principal business includes institutional, professional and/or instructional activities. It also includes attendance at seminars, workshops and training sessions conducted by other agencies