

Travel Policies & Procedures



FORT PECK
COMMUNITY COLLEGE

UPDATED 2015

Travel Policies and Procedures

Section I - Travel252

Section II – Using FPCC Credit Card to Reserve Rooms.....252

Section I - Travel Advances

Any Employee may receive a travel advance prior to traveling. However, the following guidelines will be strictly enforced.

- An approved travel advance must be on file in the Business Office one (1) week before travel.
- Failure to file a travel claim within five (5) working days after returned from travel will result in the advanced amount being withheld from the traveler's paycheck.

Travel Advances

To be filled out and approved **PRIOR** to traveling.

1. All Travel Forms must include the following:
 - a. Name
 - b. Dates of Travel (Depart and Return Date)
 - c. Travel Destination
 - d. Purpose of Travel
 - e. Account Number that will be charged
 - f. Type of Transportation
 - g. Per Diem Rates (www.gsa.gov click on Per Diem Rates)
 - h. Agenda for the conference /workshop that you will be attending
 - i. Supervisor Approval (Signature)
 - j. FPCC President Approval (Signature)

Travel Claims

To be filled out and returned five (5) working days after your return from travel.

Section II – Using FPCC Credit Card to Reserve Rooms

If the traveler chooses to reserve a hotel room with a credit card, they may do so, with an approved Purchase Order (**signed by the FPCC President**). The traveler must turn in the approved purchase order, and approved travel advance to the Business Office as soon as the reservation has been made.

Steps for using the FPCC credit card to reserve rooms

1. Obtain a Purchase Order from the Business Office.
2. Obtain approval (**signatures from your supervisor, and the President of the college**)
3. Make your own travel arrangements. Call the hotel and find out approximately how much the total lodging will cost, and fill out the Purchase Order payable to: American Express. (**Make sure the Purchase Order is detailed with traveler, dates, and the name of the hotel that will be used for lodging**). You may have to have the hotel send a credit card authorization form for Rose to sign.

