

**SDCE ACADEMIC SENATE  
PROFESSIONAL DEVELOPMENT INSTRUCTIONS**

**STEP 1. FILLING OUT YOUR TRAVEL AUTHORIZATION REQUEST (TR)**

1. At least four weeks before travel fill out the *AS Travel & Conference Pre-Authorization form (TR)*: [here](#) (scan to the bottom of the page to find documents)
2. Along with this TR scan and email the following documents to your Program Chair:
  - a) Conference registration (or screen capture) - showing dates, location and price
  - b) Conference program
  - c) Hotel reservation
  - d) Airfare costs
  - e) Mileage - Print out a mileage map from MapQuest or Google maps. The [IRS](#) reimbursement mileage multiplier varies and is reset by the District as needed.
    - Meal receipts not required. Maximum \$46/day (breakfast \$10, lunch \$15, dinner \$21) If meals are not included in the conference.
3. Your Program chair will email the packet to the Academic Senate Treasurer. This will constitute your PC's approval for your travel.

**Step 2. RECEIVING CONFIRMATION**

- a) Treasurer will send you an email either approving on not approving the travel request. The email is your letter of approval. Keep an electronic copy and attach when uploading documents to PeopleSoft.

**Step 3. CREATE YOUR ONLINE (PEOPLESOFT) TRAVEL AUTHORIZATION**

- a) Go to [myportal.sdccd.edu](http://myportal.sdccd.edu) and create your PeopleSoft TA
- b) Download instructions: *TA Handout CE 11 2 16* [here](#). If you choose to have the district pre-pay for your conference and hotel fees print out and follow these additional instructions: *Pre-Payment Request Handout (2017)* [here](#).
- c) Attach all of the above listed plus the email from the Senate Treasurer.
- d) Use the following codes

GL Unit Code	Fund Code	Department Code	Production Code	Operating Unit
CED01	1110	41500	499904	(leave blank)

- e) When completed hit submit. A tracking number will be created.

**Need Assistance?** Set up an appointment with your campus accounting technician:

ECC – [Damella Abbott](#), [Marylou Madrid](#), [Floreniza Yumul "Carla"](#) (M-F 7am-4pm) x 4825  
 West City – [Danielle Williams](#) (M/W) x 1863 & Mid City (T&TH) x 4543 [dwilliam@sdccd.edu](mailto:dwilliam@sdccd.edu)  
 Cesar Chavez – [Hyun Bum Kim "Steven"](#) (M-TH, 1:30- 4) x1920 [Hkim001@sdccd.edu](mailto:Hkim001@sdccd.edu)  
 CE Mesa & North City – [Lily Mino](#) (M-F, 7-2:30) x 1828 [lmino@sdccd.edu](mailto:lmino@sdccd.edu)

**Step 4. UPON COMPLETION OF TRAVEL**

Within 10 days, complete your Expense Report online [myportal.sdccd.edu](http://myportal.sdccd.edu). You can download instructions: *ER-Handout 11 2 2016* [here](#).

**Please note:**

All requests are subject to senate review. For a list of allowable and non-allowable expenses, see district document [AP 6310.1](#) Academic Senate is on break June 8<sup>th</sup> – Aug 29.

**The last day for submitting a request is May 1, 2018.**