

SDCE ACADEMIC SENATE
PROFESSIONAL DEVELOPMENT INSTRUCTIONS

STEP 1. FILLING OUT YOUR TRAVEL AUTHORIZATION (TR)

1. At least two weeks before travel fill out the *AS Travel & Conference Pre-Authorization form (TR)*: [here](#)
2. Send to your program chair, who will forward, once approved, to the AS Treasurer.
3. Along with the TR scan and save the following documents:
 - a) Registration/ Conference flyer (or screen capture) showing dates/location.
 - b) Hotel
 - c) Airfare
 - d) Mileage (Print out mileage chart from MapQuest or Google maps. The 2017 [IRS](#) reimbursement multiplier is .535¢)
 - e) Estimate shuttle, taxi, and parking
 - f) Meal receipts not required. Maximum \$46/day (breakfast \$10, lunch \$15, dinner \$21)*

Step 2. RECEIVING CONFIRMATION

- a) Your program chair will forward your TR to the Academic Senate Treasurer
- b) Treasurer will send you an email either approving or not approving the travel. The email is your letter of approval. Keep an electronic copy and attach when uploading documents to PeopleSoft.

Step 3. CREATE YOUR TRAVEL AUTHORIZATION (TA)

- a) Go to 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 documents, hotel, air, conference fee plus the email from the Senate Treasurer.
- d) Use the following codes

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

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

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

CE Mesa & North City – [Lily Mino](mailto:imino@sdccd.edu) (M-F, 7-2:30) x 1828
Cesar Chavez – [Deborah Arnold](mailto:darnold@sdccd.edu) (M-TH, 1:30- 4) x1920
ECC – [Karen Pinnell](mailto:kpinnell@sdccd.edu) (M-TH) x 4825
West City – [Danielle Williams](mailto:dwilliam@sdccd.edu) (M/W) x 1863 & Mid City (T&TH) x 4543

Step 4. UPON COMPLETION OF TRAVEL

Within 10 days, complete your Expense Report online 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 8th – Aug 25. The last day for submitting a request is May 1, 2017.