GROSSMONT COLLEGE TRAVEL MEMO

Attendance at Off-Campus Activity

An employee requesting travel related to district/college business shall complete the *Off-Campus/Virtual Activity Request Form* at least four (4) weeks in advance of the pre-registration. The form must be fully **approved** before requesting payment for lodging, conference registration, and/or airfare.

Employees are **NOT** authorized to book their own travel.

Reimbursements for **Hotels, Flights** and **Conferences** are **NOT** authorized.

Cancellations and travel updates must be processed by the Business Services Office. Travelers are required to contact the Business Services Office to process all changes in advance.

Third party travel sites are to be avoided. Direct booking is preferred.

Reference Travel and Conference Expenses TR1 for additional policy and procedures.

Business Services will process ALL Travel

- Travel Coordinator: Business Services Grossmont.BCS@gcccd.edu (619) 644-7134
- ***Exceptions:***
  - Admin assistants may book travel for their Direct Manager ONLY. A fully approved Off-Campus form is required PRIOR to booking travel.
  - Athletics Administration Assistant and Dean may process student athlete travel accommodations.
  - ***Professional Development (PD) Funded Travel Only:*** For PD Funded only (no other department smartkey) off-campus requests employees are to pay any additional costs over the allotted PD amount and required to register themselves and book any necessary travel. Only in this circumstance is it acceptable for the employee to book their own travel once they have a fully approved Off Campus.

Submission of completed request form including all pertinent documents, such as agendas and proper documentation, shall be reviewed and approved by:

1. Department Manager
2. Cost Center Manager
3. Department VP
4. Budget Analyst
5. VPAS
6. President
7. Vice Chancellor/ Chancellor (International Travel Only)
8. Requestor receives fully approved form from Site Business Office

Updated
5/29/2026