

FISCAL AFFAIRS - ACCOUNTING

ACCOUNTS PAYABLE

OUT OF TOWN TRAVEL

AUTHORIZATION

How to fill out the Authorization

1. Put the travelers name, department, phone number and the date the authorization is being done.
2. Fill in the account number that the travel is going to be charged to. If more than one account is being charged, put the various account numbers on the travel authorization and how much each account is going to pay.
3. Fill in the destination of the trip. Where is the traveler going?
4. Complete the time and date the traveler is leaving San Antonio. This is the time the flight leaves San Antonio Airport or the anticipated time of departure by auto.
5. Complete the time and date the traveler is returning to San Antonio. This is time the flight returns to San Antonio or the anticipated time of return by auto.
6. Fill in the destination and the purpose of the trip.
7. Total Estimated Expenses:
 - A. Registration – What is the total cost of the registration? Be sure to include pre conferences.
 - B. Airfare – make sure you use the District approved travel agencies. We do not reimburse for airfare purchased from other than our approved travel agencies.
 - C. Car (POV) – If you choose to drive, make sure that it is cheaper than flying. To find the mileage between San Antonio and your destination, use mapquest.com.
 - D. Lodging – Please add 15 to 20% for city tax, etc. We will not pay Texas State Sales Tax on hotel in Texas. See Fiscal Affairs web page for the hotel exemption certificate
 - E. Meals – Certification or receipts. The Travel Expense Guide on Fiscal Affairs web site will tell you all need to know about meals.
 - F. Car Rental – please add 15 or 20% to your quote. There are taxes, insurance and surcharges that are included when renting a car. If the car rental is not listed on this authorization, you will not be reimbursed for the rental. Also include estimated fuel costs.
 - G. S. A. Airport Parking – maximum allowed for getting to and from the airport - taxi or driving with the actual parking is \$20.00.
 - H. Taxi – Estimate how much it will cost to go from the airport to your hotel or other destinations. Be sure to get receipts as you will not be reimbursed without them.
 - I. Other – This is for any miscellaneous expense that you might need, such as business phone calls, business faxes, etc.
 - J. Total – This is the estimated cost of your trip.
8. Travel Advances – an advance will be given for 50% of the expenses that are not prepaid. We prepay airfare and registrations only—no hotels. Do you want an advance?
 - A. No – skip to the Signature line.
 - B. Yes – Do you want a check or direct deposit? Direct deposit requires that you complete the Authorization for Direct Deposit which is located on Fiscal Affairs website. Turn the completed Authorization for Direct Deposit form along with a deposit slip to Accounts Payable. Accounts Payable will process with request. It will take two to four weeks before the direct deposit will take effect.
 1. For a check or direct deposit of your travel advance, you must do a Direct Pay.
 - a. Make sure that you are set up in Banner as a vendor.
 - b. Make sure that the Direct Pay charges the fund and account for your campus. See the Out of Town Travel Authorization for that information.

- c. Make sure the Direct Pay is received by Accounts Payable two weeks before you are to depart on your trip. A completed copy of the Out of Town Travel Authorization must be attached to the Direct Pay transmittal Form.
 - d. The check will be either mailed to your home address or sent to your campus bursar. Please indicate where you want the check sent.
 - e. A credit memo will be entered for the amount of the travel advance.
 - f. A direct pay must be submitted to Accounts Payable for your travel reimbursement within 10 working days of your return from your trip.
 - g. A check or direct deposit will be processed for any amount in excess of the travel advance.
 - h. If the amount of the reimbursement is less than the advance, the difference must be paid to the campus bursar.
 - i. If, after 60 days, the difference has not been paid to the bursar, a payroll deduction will be made.
9. Signatures – Campus Personnel
 - A. You sign and date the Out of Town Travel Authorization
 - B. If your travel is in state, have your dean sign and date the Out of Town Travel Authorization
 - C. If your travel is out of state, your dean and your president must sign and date the Out of Town Travel Authorization.
 - D. If your travel is out of the country, your dean, president and the chancellor must sign and date the Out of Town Travel Authorization
10. Signatures – District Personnel/Presidents
 - A. You sign and date the Out of Town Travel Authorization
 - B. Your supervisor and/or District Director signs and dates the Out of Town Travel Authorization.
 - C. If the travel is out of the country, the chancellor must sign and date the Out of Town Travel Authorization.
11. Travel authorizations that are not properly signed or exceed 10% of the estimated costs will be returned to the traveler for corrective action.