

CCOT FACULTY TRAVEL PROCEDURE

Crossland College of Technology Faculty and Staff should follow the procedure below for travel. These procedures comply with the Pittsburgh State University Travel Handbook. Please note that completing the CCOT Travel Proposal Form does not guarantee travel will be approved.

BEFORE TRAVEL

1. Complete the "CCOT Travel Proposal Form" for all travel that requires funding. Per Diem is based on the rate times the number of days travelling. Actual costs will be determined after you return.
2. Set up a time to meet with the director to discuss the travel proposal. The completed Travel Proposal Form and the discussion will provide the director with the information needed to determine if the trip is within policy, if funding is available, and if course coverage is sufficient.
3. If approved and signed by the director, the CCOT Travel Proposal Form will be given to the school's admin. Please note the following regarding purchases:
 - a. If travel expenses are under \$1000.00, the school's admin will upload the travel proposal form, signed by the school director, to the CCOT Business Center shared file under the traveler's name. Once uploaded, the traveler CAN proceed with pre-travel purchases such as airline tickets, hotels, registrations, rental cars, etc., using their procurement card or the admin's card.
 - b. If travel expenses are over \$1000.00, the school admin will upload the CCOT Travel Proposal Form to the CCOT Business Center shared file. The admin will also fill out the PSU T-Form, gather required signatures, and send it to the PSU Business Office for a T-form authorization number. The traveler CANNOT proceed with pre-travel purchases until a T-form has been created, signed, and the admin receives a T-form authorization number from the PSU Business Office. The admin will upload the T-form with T-number to the Business Center shared file under the traveler's name and inform the traveler that they can proceed with pre-travel purchases. (airline tickets, hotels, registrations, etc.)
 - c. Ensure you print/save all receipts for all pre-travel expenses and submit them to the CCOT Business Center. This should be done within one week (7 days) of the purchase.
4. Notes for the CCOT Travel Proposal Form
 - a. Travel dates, purpose of travel and estimated costs must be included.
 - b. If using a rental car, it must be justified.
 - c. The traveler must use the most economical costs for travel (airfare, lodging, etc.)
 - d. A PSU procurement card should be used for paying expenses if an individual has one. If the faculty member does not have a PSU procurement card, work with the admin to use their card.
 - e. Advances can be made if needed for special trip needs. (travelling with students, overseas, etc.) The school admin will assist the traveler if advances are needed.
 - f. Hotels may require a credit card authorization form if the traveler used the admin's card for reservations. The school admin can help secure the paperwork needed.
5. Fill out the "Out of Office" form at least one week prior to travel and submit the form to your director for signature and filing.

DURING TRAVEL

1. Keep itemized receipts for all reimbursable expenses. (gas, tolls, baggage, uber, etc.)
2. Attend all scheduled sessions and events and collect proof of attendance (e.g. conference agenda)
3. Note: Tips for hotel/restaurant staff are included in per diem, and are not reimbursed separately.

AFTER TRAVEL

1. Submit expense receipts immediately upon return to the CCOT Business Center. Expense receipts must be submitted within one week (7 days) of the traveler's return.
2. Submit a Lost Receipt/Exception form (if needed) for any lost receipts and submit to the CCOT Business Office.