



# REQUIRED DOCUMENTS FOR TRAVEL

All travel documents can be found in the employee portal on the website under the travel tab: <https://www.ilisagvik.edu/about-us/employee-portal/>

Password: Teamwork

## BEFORE TRAVEL

### PROFESSIONAL DEVELOPMENT FORM

A Professional Development Form is needed for all travel except when the employee is traveling to a required meeting, recruiting event, or to instruct a class.

You **do not** need a Professional Development Form if the meeting is required by a grant or if you are representing the college at the meeting.

You **do** need a form if the meeting doesn't require your attendance or is not part of a grant.

### TRAVEL AUTHORIZATION FORM

A TA is required for all travel and should be submitted **three weeks** before travel. It must be signed by the appropriate department head and necessary grant supervisors.

Complete all information, including

- Travel route (print or pdf the cart with desired flights)
- Hotel estimate (draft arrival and departure dates)
- Rental car estimate (print/pdf cart)
- Conference registration (complete registration up to the point of payment and print or pdf cart, or make an appointment with travel to complete registration)
- Conference agenda

## AFTER TRAVEL

### TA CLOSE-OUT/TRIP REPORT

The TA Close-out is at the bottom of the TA form and must be returned **within ten business days** along with a Trip Report form. Close-out must include all boarding passes, hotel and rental car receipts, etc.

Receipts for reimbursement should be submitted within three business days and must include a check request.

The Trip Report Form must be included with the close-out and the traveler should be prepared to present what they have learned.

1. You are expected to attend all functions for which you are traveling, and should prepare to present what you learned upon your return.
2. Keep all receipts for inclusion in the close-out, including boarding passes, hotel and rental car receipts, taxis, fuel, baggage fees, etc. See travel policy for types of expenses that may not be reimbursed.
3. If you need to cancel any part of a trip, contact the travel department as soon as possible to avoid cancellation fees.

## PER DIEM

Per diem will be provided to cover meals at the rate of \$25/meal in-state and \$17/meal out of state.

See the complete travel policy for per diem time periods and calculations.

Per diem rates may be different for student travel.

Per diem is not paid for village travel when meals are included with lodging.

Per diem checks will be issued no more than two days prior to travel. If travel is on the weekend or Monday, checks will be issued Friday.

## ACCOUNTING FOR HOURS

Hourly employees are paid by the hour for time worked (see Employee Handbook, Section 7).

Salaried employees will log regular work hours on days worked. Weekends do not count as additional days.

### TRAVEL DEPARTMENT CONTACT:

Travel Coordinator  
travel@ilisagvik.edu  
907-852-1833  
After Hours & Weekends: 907-319-8762

## THINGS TO KNOW

### FLYING

- Air travel will be booked in the most cost-effective manner with reasonable travel times and connections.
- Changes for the traveler's convenience and first class tickets will be at the traveler's expense.
- Charter flights are subject to special rules. Check with the travel office.
- Changes to itineraries that increase costs more than \$200 require email approval by the department head.

### LODGING

- The most reasonable and cost-effective hotels will be reserved.
- The Travel Coordinator will provide the hotel with the College credit card authorization for the room, but the traveler will still have to supply a debit or credit card to cover incidentals.

### CAR RENTALS

- Car rentals will be provided at the final destination at supervisor's discretion, but will not be provided at layover stops during travel.
- Only HR-approved drivers may rent cars.
- The traveler will have to present a credit card to pick up the vehicle.
- Always add the College name as Company and deny all extra insurance. Request a copy of Ilisagvik's Insurance ID card before your trip.
- In the event of an accident, follow the rental agreement and contact the Dean of Administration and your supervisor as soon as possible.