

# Travel Request Guide

**Please use Adobe to fill in this form, not your browser. You can use the freely available Adobe Acrobat Reader to fill in this form. If you are having issues, please email [travelrequests@durhamtech.edu](mailto:travelrequests@durhamtech.edu).**

## Travel Request Process

***Step 1: At least 30 DAYS PRIOR to your travel, submit this filled in travel request form.***

- Please attach any relevant documents, such as google maps screenshots of your travel route, screenshots of flight or hotel rates, registration or event documents, etc.
- Using the forms "Submit" button, this will be sent to the BO for preliminary approval and begin the approval flow process. Please ensure to that the email you send includes your approval flow.

***Step 2: After your request is approved, please make any necessary purchases.***

- Durham Tech authorizes and encourages employees to use P-Cards for lodging, registration fees, ground transportation, and airline fare related to college business travel. PCards cannot be used for meals and gas for personal vehicles.
- At this time, it is best for you to setup your reimbursement direct deposit. **This is a process separate from your payroll direct deposit.** For more information, see "Reimbursement Direct Deposit Guide"

***Step 3: Within 30 days of travel completion, submit a travel reimbursement form.***

- You can change this form to a reimbursement form using the dropdown. If the reimbursement requested is lesser than or no more than \$100 greater than your prior approved amount, your reimbursement may be automatically approved.

***Step 4: Once your reimbursement is reviewed and completed, you will receive any relevant form copies.***

- We will no longer be using paper checks excepting emergencies. We will work with you to ensure that reimbursement will be done via direct deposit/ACH

## Meals Allowance

	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>
<b>Daily</b>	Allowed if the employee departs duty station prior to 6:00 am and extend the workday by two hours.	Not Allowed.	Allowed if employee returns to their duty station after 8pm and the work day is extended by three hours.
<b>Overnight</b>	Depart duty station prior to 6:00 am and extend the workday by two hours.	Depart duty station prior to noon on the day of departure or return to duty station after 2:00 p.m. on the day of return.	Depart duty station prior to 5:00 p.m. on the day of departure or Return to duty station after 8:00 p.m. on the day of return and extend the workday by three hours.

*The Business Office will adjust travel reimbursement requests as necessary to comply with these rules. Any exceptions to these rules must be approved by the Vice President of Finance/CFO or his designee.*

**For all Travel Related Inquiries please email: [travelrequests@durhamtech.edu](mailto:travelrequests@durhamtech.edu)**

