

**PALO ALTO COLLEGE
COLLEGE PROCEDURE**

Procedure Number: A 16.0
Procedure Title: Travel and Professional Development Request
Relevant Board Policy/SACSCOC Policy: [C.2.9 Employee Travel Expense Reimbursement](#)
Relevant Board Procedure: [C.2.9.1 Employee Travel Expense Reimbursement](#)
Originating Unit: Vice President of College Services
Maintenance Unit: College Budget Office

- I. Purpose: To provide a process for requesting professional development and travel authorization outside Alamo Colleges. This procedure does not apply to in-town travel due to regularly scheduled business meetings.

- II. Procedure Statement: When Palo Alto College (PAC) employees find professional development opportunities outside Alamo Colleges locations, they must submit a request to travel in the form of a memorandum to the dean and/or director of the department. This procedure does not apply to in-town travel due to regularly scheduled business meetings.
 - A. Verify department accounts have adequate funds before submitting the memorandum
 - a. This procedure applies to all travel expenses regardless of funding source, unless grantor specifies in writing that more restrictive terms and rates apply.
 - B. If travel is being requested for the budget manager of the department accounts, the immediate supervisor must approve
 - C. Employees must submit a memo with the following information at least 30 days before traveling:
 - a. The body of the memorandum should include the following information:
 - i. Date(s) professional development and/or travel will occur
 - ii. Location
 - iii. Benefits of attending
 - iv. PAC's strategic plan goal(s) met by attending and how attending meets them
 - v. Funding source(s)
 - vi. Estimated cost of registration and travel totals
 - vii. List the name(s) of employees attending professional development and/or requesting travel authorization
 - b. Keep the memorandum short and focused on the purpose

Date Created: December 9, 2010

Date Updated/ Approved: March 3, 2020

Approved: (signed: Katherine Doss)

Interim Vice President of College Services

Approved: (signed: Dr. Robert Garza)
President