



CITY COLLEGES[®]
of CHICAGO

Travel Expense Reimbursement Requirement Documents – Job Aid	
Education Required Documents;	
1	Course start & end date
2	Course description
3	Account statement showing cost of tuition per course
4	Tuition application
5	*if applicable* cost of books and supplies ONLY for 1600 Union
Professional Membership Required Documents;	
1	For Union and Non-Union - Professional Membership Request form Prof Dev Membership Form rv1.22 <ul style="list-style-type: none"> • Union requests - this is the only form needed to make a purchase because it substitutes as your TA • Please attach this form and your proof of payment to your TE when seeking expense reimbursement
	➤ Prepays- only non-union funded request requires the payable to and the remittance addresses to be in or added/updated in the PeopleSoft (PS) Systems vendor dbase
	➤ If membership fees are associated with a conference cost the Professional Membership Request form is required
2	Invoice and or supporting documentation must include membership cost, payable to, and remittance address
Travel/Conference Required Documents;	
1	Registration cost
	➤ If registration is prepaid an Invoice or completed registration form with payable to and/or remittance address is required and added/updated in the PS vendor dbase
2	Conference schedule and/or announcement that indicates the time, date(s) and place of conference
3	Quotes for transportation (airfare, bus, train, taxi, ride share etc.)
4	Agency fee - \$23 via phone and \$8 via self-booking
5	Hotel quotes for lodging - GSA standard rates apply
6	Meal expenses - Per diem quoted from GSA standard rates
7	Travel & Expense Links GSA.GOV ; Intranet SharePoint page ;
Off-Site Meeting Requirements;	
1	If travel is within 50 miles inter-city a TA is not required. However, the following documents below are needed for a TE;
2	Meeting announcement - email calendar invite and agenda
3	Mileage - map quest
4	Receipts for parking (up to \$25 per segment in/out)
5	Map Quest: http://www.mapquest.com/ Auto Insurance Certification Form: Auto Ins Certification Form.pdf Auto Mileage Authorization Form: Auto Mileage Authorization Form.pdf



Continued Travel Expense Reimbursement Requirement Documents – Job Aid

International/Foreign Travel Abroad Required Documents;

1	Must complete the Travel Abroad – Office of Risk Management Consultation Form that is reviewed, vetted and approved by the ORM Department, before adding it to your online TA request ORM Travel Abroad Form
2	Narrative as to Purpose of Travel & Destination
3	Dates of Conference, Seminar, Sabbatical or Other Purpose
4	Travel Itinerary (inclusive of Flight information & Ground transportation)
5	Lodging Accommodations at Destination (include Address & Telephone)
6	Travel Budget & Source of Funding
7	<p>The completed Travel Abroad – Office of Risk Management Consultation Form (ORM)</p> <ul style="list-style-type: none"> a. It is strongly recommended to submit this request at least 60 days prior to the date of expected event b. If you do not have required approval prior to attending an event you will forfeit your travel expenses c. Effective July 1st – CCC ORM Travel Abroad Form ORM Travel Abroad Form d. Foreign Travel aoprals.state.gov. e. Currency Converter http://www.oanda.com/currency/converter/
Special Notes;	
1	Please be mindful City Colleges Division Heads at their discretion, may have adopted additional travel and expense reimbursement guidelines to the extent are more restrictive in nature and do not conflict with our policies, local city, state and federal regulatory codes
2	It is strongly recommended for Travelers to submit their requests at least 30 to 60 days prior to an event or purchase. This will allow request to be processed proficiently and resolve any issues that may arise timely
3	If a Traveler do not have all required approvals prior to attending an event or purchase, per CCC Policy and CBA contract means their expenses will be forfeited and their TA request will be denied