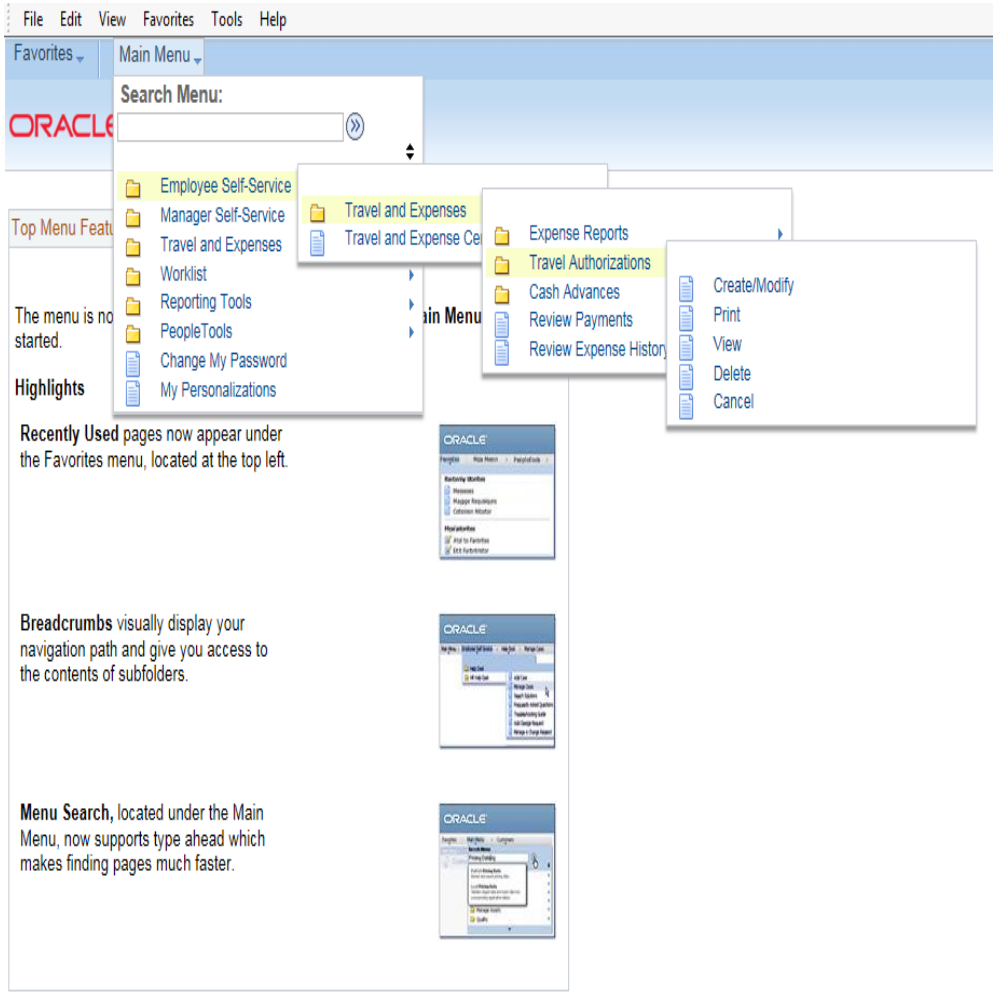
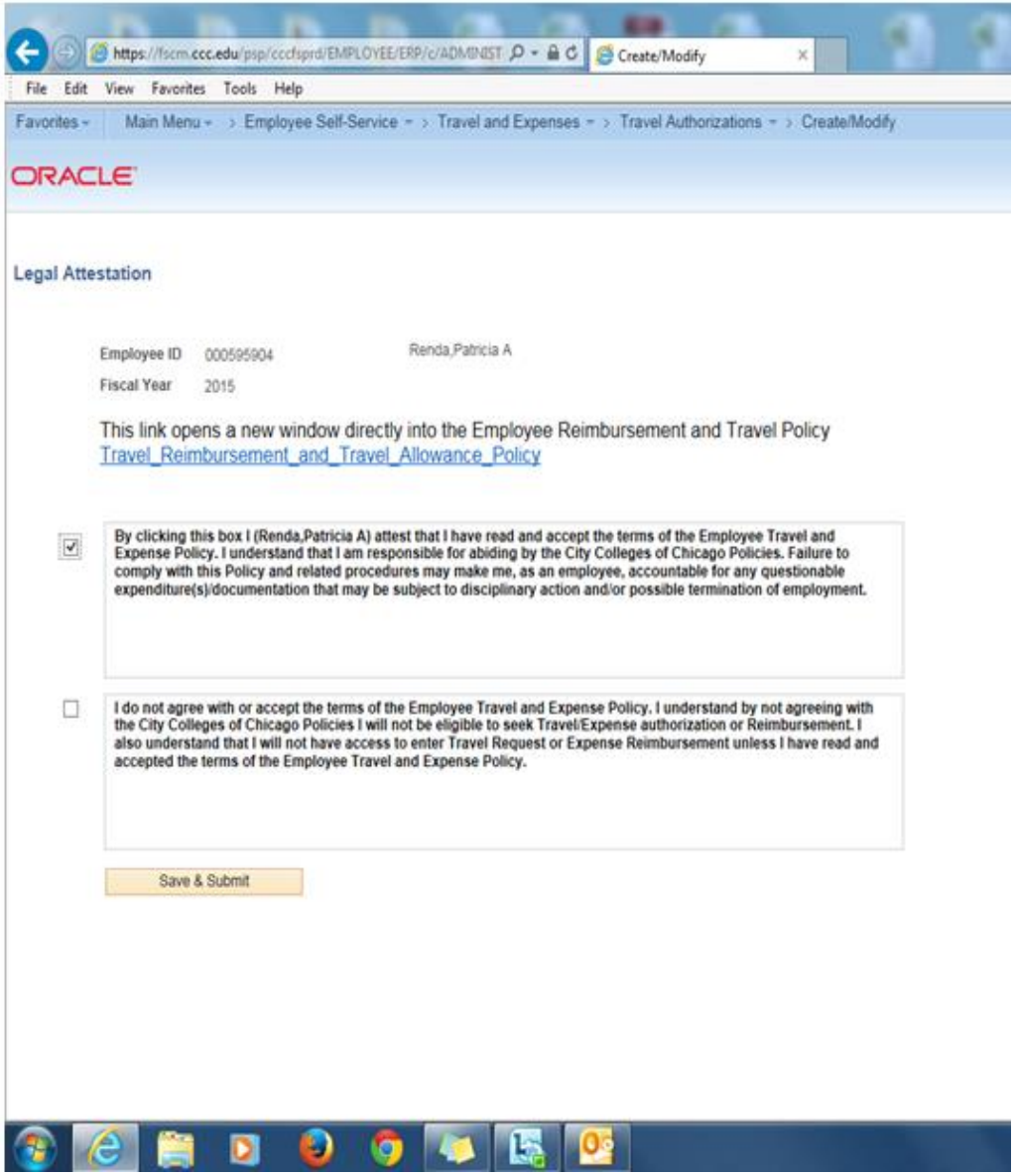
Travel Procedures at a Glance

1. Log into PeopleSoft Financials, which can be found on the CCC website following these breadcrumbs: Faculty & Staff>Policies> Employee Policies. Click on "Travel and Expense Reimbursement Request Form".

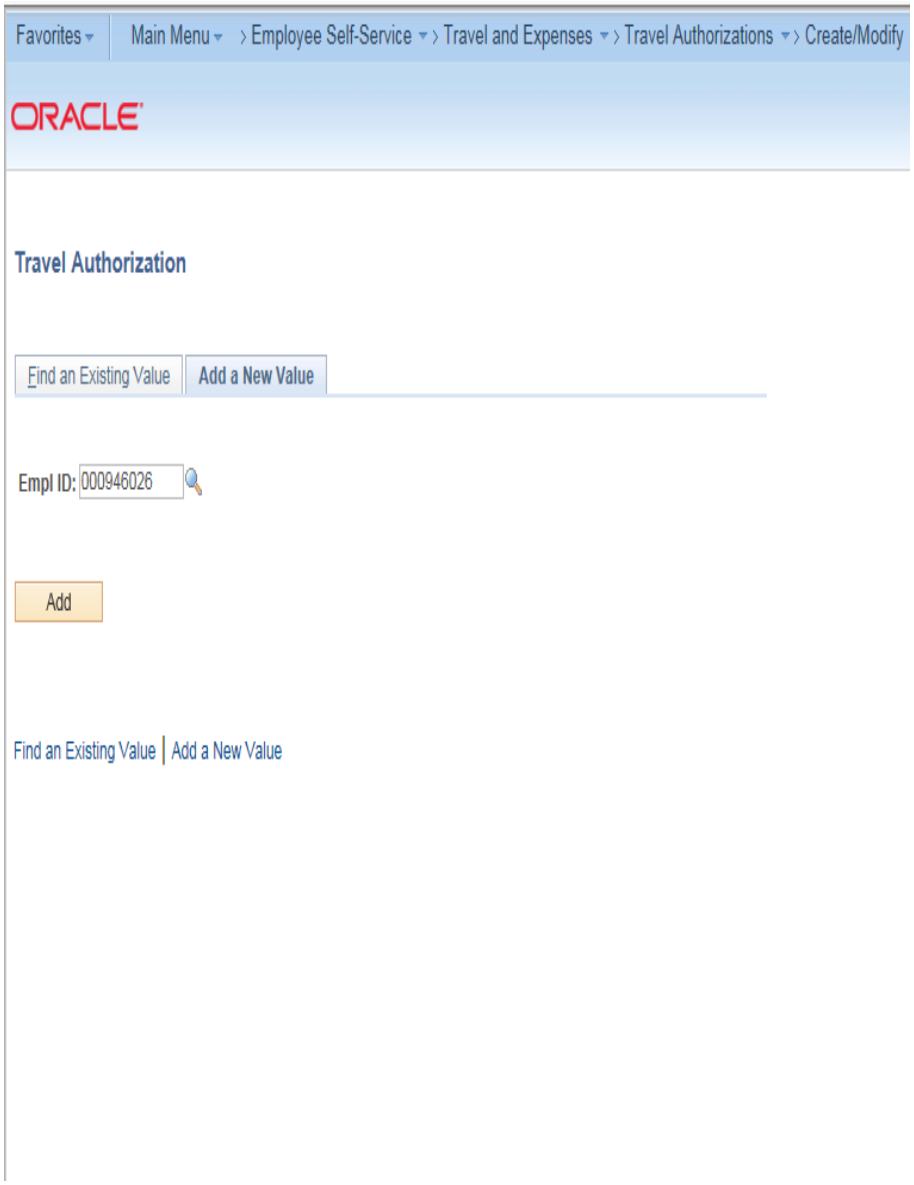
2. Click on the Main Menu. Select Employee Self-Service> Travel and Expenses>Travel Authorizations>Create/Modify.



3. The first time that you login to the travel module every fiscal year, an annual attestation page appears. Click on the top box and submit. You are just agreeing to all of CCC's travel policies.



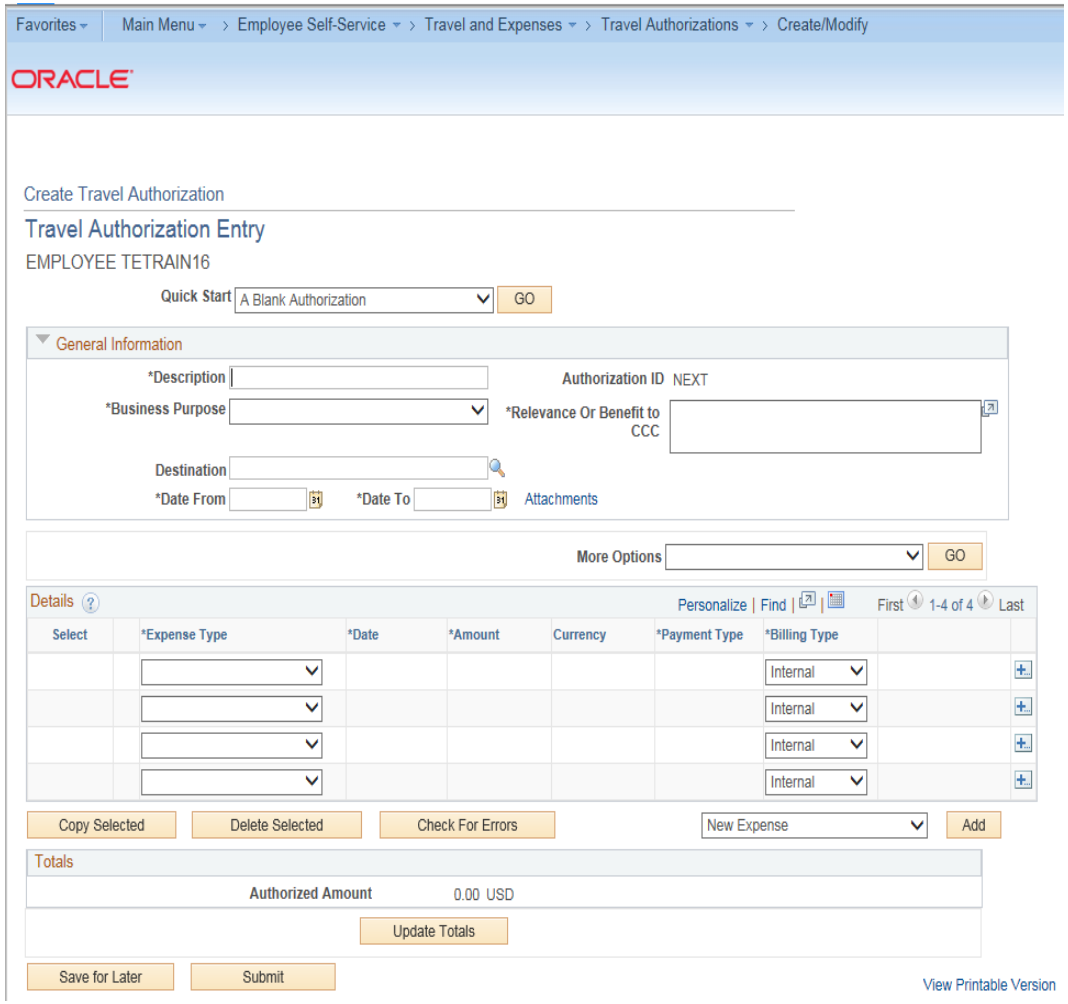
4. Click on the "Add" button. The Employee ID is already populated.

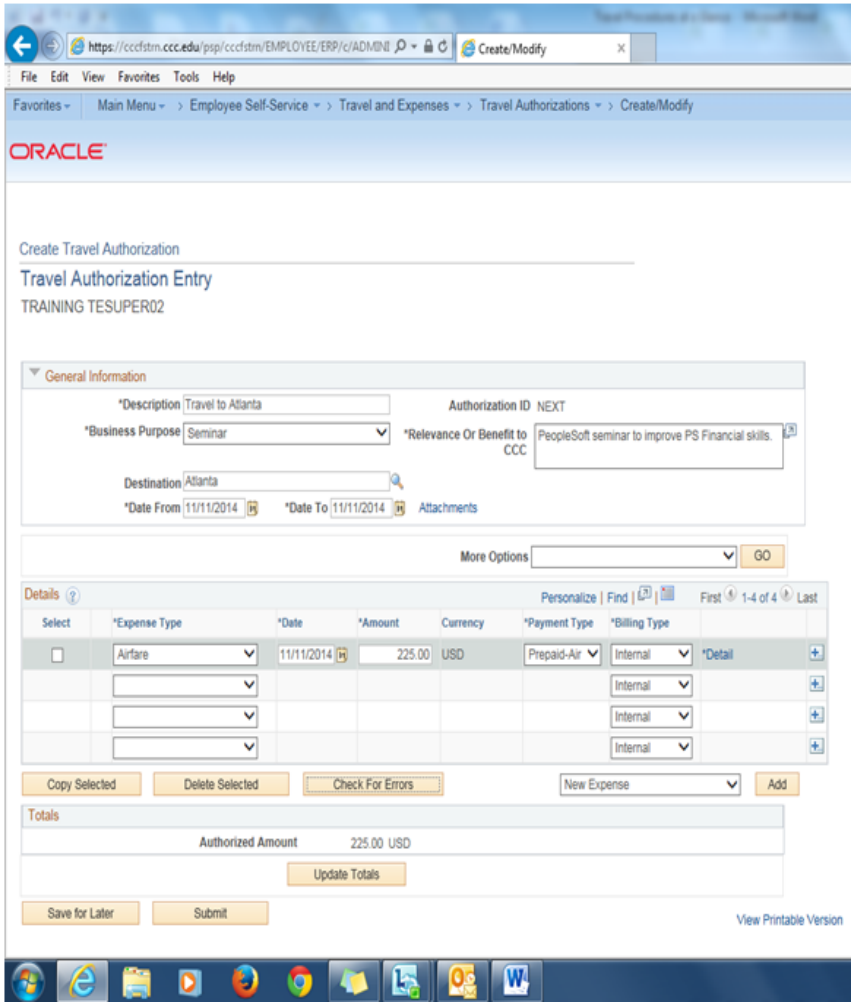


5. Enter your travel information into the screen below as you would when filling out the Part I Travel/Conference form. If it is less than 30 days before the conference start date, you must enter an explanation. For each line, you must click on the Detail hyperlink and enter the appropriate information including the accounting detail. Two new departments were setup for union travel. If the 1600 staff member enters the correct code below, it will auto-matically get routed to Van Feller for approval. The TA no longer needs to be printed out for Van Feller's signature. For 1600 professional development funds ($750 max), please use the following chartfields.

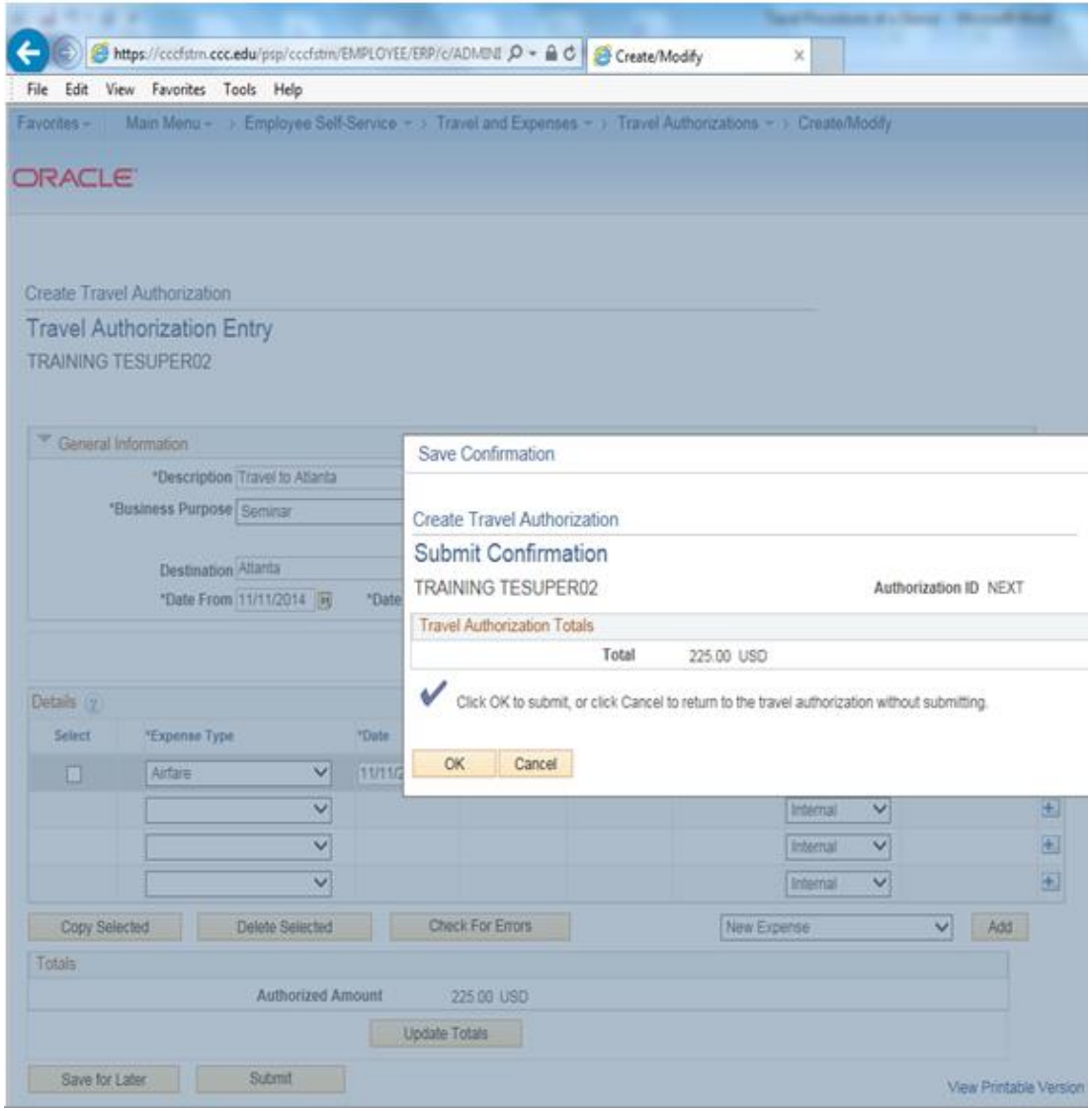
	Fund	Dept	Program	Class	Project
Faculty:	00003	0025006	89000	51311	0000000
Non-Faculty:	00003	0025006	89000	10003	0000000

6. When you are done entering your information, and scanning & attaching all your supporting cost estimate documentation (e.g. airfare, registration, hotel….), click on the "Submit" button.

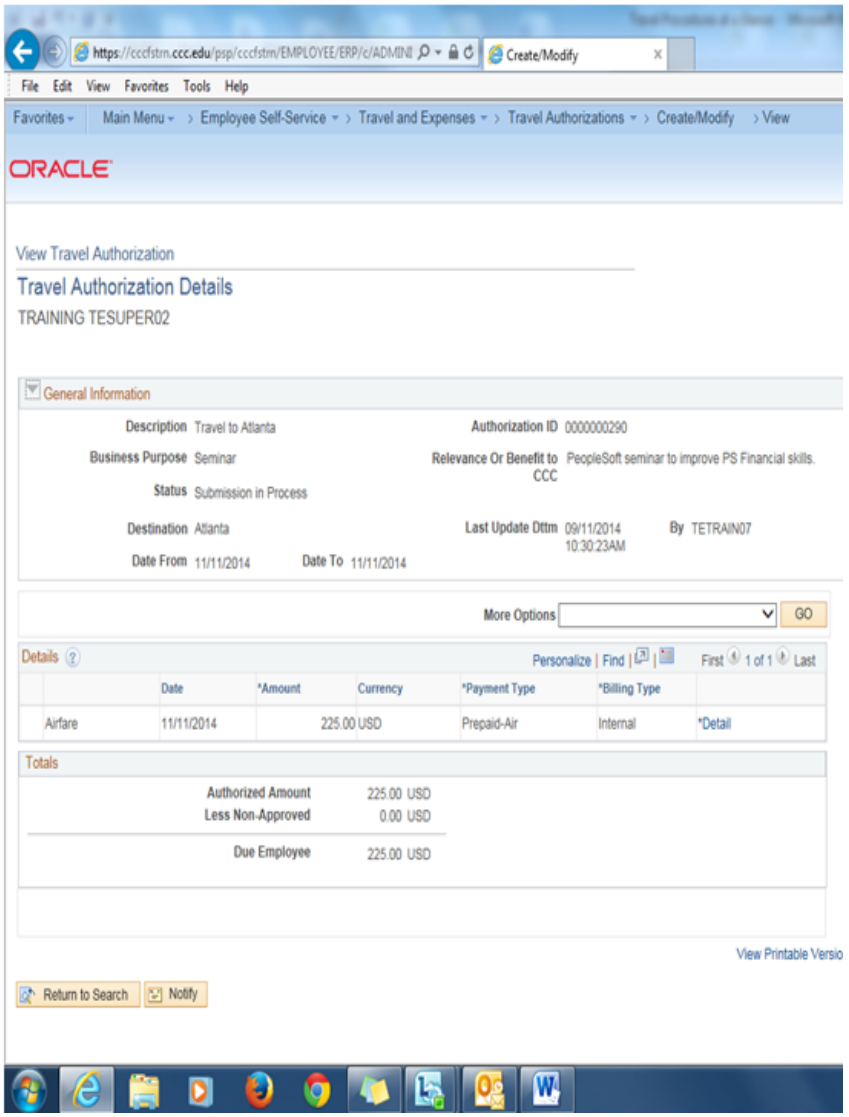




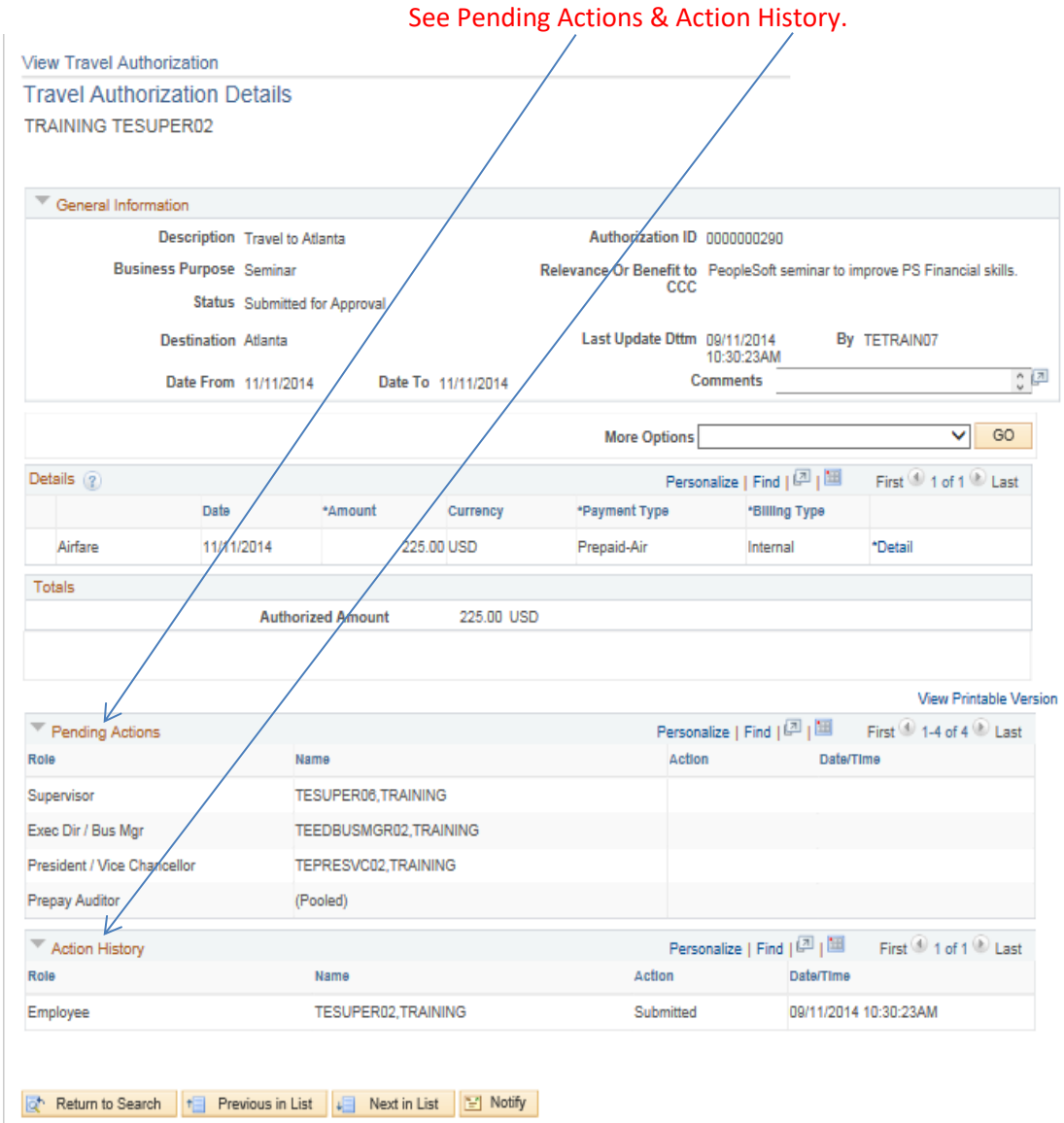
7. If you are ready to submit your Travel Authorization, click on “OK”.



8. If you have any errors, the system will flag the line. Click on the flag. Read the error message. Make the correction and re-submit. Click on the “Return to Search” button.



9. The screen below appears. Please make note your Authorization ID for further reference. To view the approval status, follow these "breadcrumbs" Employee Self Service > Travel and expenses > Travel Authorizations > View and enter the travel authorization ID.



Although the system automatically chooses the account numbers, there may be occasions when you may need to enter them yourself. Below are some of the travel account numbers:

Mileage = 556400
Meals = 551130
Membership Dues = 546300
Toll & Bridge Fees = 556200
Parking = 556300
Professional Development Conference Travel = 555100
Conference Room Charge-Lodging (Hotel) = 551110
Fee, Conference/Convention-Registration = 551100

CorpTrav fees are $22 for telephone reservations and $8 for online reservations. Professional development funds can't be prepaid.

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