

TRAVEL REQUEST

Instructions

Travel requests must be submitted through the proper dean, director, or administrative office to the TMCC Travel Accounting office prior to travel to: **TMCC Travel Accounting Office c/o Saloma Helget**, 7000 Dandini Blvd, RDMT 328, Reno, NV 89512 (775-673-7005). Request must be completed and approved *prior* to registration and/or reservations being made. Reimbursement for traveling expenses may not be secured without the authorizations listed on this form.

Important Information

Nevada state employees are reimbursed *at the GSA rate* for per diem food and *up to the GSA rate* for per diem lodging (receipt required for lodging) as per Nevada Senate legislation.

TMCC reimburses lodging, meals and incidental expenses at the federal per diem rates published at the following websites: for U.S. travel, the [U.S. General Services Administration](#); for non-foreign sites such as Alaska, Hawaii, Puerto Rico, and Guam, the [U.S. Department of Defense](#); for foreign travel, the [U.S. Department of State](#).

Checklist

- ☐ If there is a reason the hotel rate exceeds the per diem rate (*before taxes*), complete the "Request for Approval of Lodging Rate over Per Diem" section on the form, including justification explanation. Reimbursement over per diem (*and only up to maximum allowable*) requires justification and pre-approval signature.
Note: The allowed maximums are indicated on the form. There are **no exceptions to the in-state lodging rate for Las Vegas**, as well as no exceptions to any of the other maximum allowables. **Anything over the maximum allowance is your personal liability and will not be reimbursed by the College.**
- ☐ Sign the form, indicating your understanding of the travel reimbursement requirements.
- ☐ Complete trip expense information and verify that budget funds are available; if not, initiate a budget transfer.
- ☐ The lodging per diem is on a pre-tax basis. Include estimated taxes in your trip expense information.
- ☐ Route for approved signatures (*in-state: dean/director or above; out-of-state: add cabinet level authorization*); approval of travel and, if requested and justified, lodging exception, must be checked during approval process. Prior to submitting the form, please double check that exception has been justified and checked indicating approval, if appropriate.
- ☐ If an account charged for travel has a different signature authority than dean/director, other authorization must also sign approval.

Required Attachments

To verify the amount of travel and per diem requested, please attach the following items to this form:

- ☐ Printed screen information from the appropriate website (GSA, DOD, State Department).
- ☐ If applicable: copy of conference/workshop brochure.
- ☐ If personal vehicle is used for single trip over 200 miles, documentation that mileage reimbursement is less than rental car, State Motor Pool vehicle or air flight, or written justification and approval for using personal vehicle despite higher cost.
- ☐ If request is being submitted late, include a written explanation.
- ☐ If requesting [Faculty Senate travel funding](#):
 - o note travel funding request deadlines
 - o submit 300-500 word justification for travel.
 - o submit a *copy* of the completed/signed Travel Request form to the Faculty Senate Office.
- ☐ Submit original completed/signed/approved Travel Request form with any attachments to the Travel Accounting Office as noted at the top of this page.

Employee Trip Information			
Employee Name		Employee ID	
Please check one: <input type="checkbox"/> In-State <input type="checkbox"/> Out-of-State <input type="checkbox"/> Foreign		Requesting Faculty Senate travel funding? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Destination	Method of Travel	Departure Date	Return Date
Purpose of Trip (if a conference or meeting is involved, give the name of the organization, location, and time of the meeting, etc.)			
I understand that I must submit a travel claim within fifteen days after completion of the trip with remittance of any balance due the college. If no travel claim is submitted, I will be liable for the full amount of any subsequent costs through payroll deductions. I further understand that no aspect of personal travel may be billed to or reimbursed by the college. I also understand that the TMCC purchasing card may not be used for per diem meals or per diem incidentals. I understand that I am personally responsible for any lodging costs over the maximum allowable.			
Traveler's Signature		Date	
Travel Approval		<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Dean/Director or above		Date	
for out-of-state travel only: Appropriate Cabinet Authorization		Date	

Request for Approval of Over Per Diem Lodging Rate (must be approved in advance of travel and may not exceed the maximum allowable)	
Calculate allowed maximum by checking appropriate box. If selecting option C, you must enter the GSA rate.	Maximum Allowable
<input type="checkbox"/> A. In-State: Las Vegas (surveyed sites = \$102 maximum) <i>Note that there are NO exceptions, regardless of funding source, per State Administrative Manual.</i>	
<input type="checkbox"/> B. In-State: Other Than Las Vegas (non-surveyed sites only, i.e., not listed with GSA) 150% of GSA rate: \$91 x 1.50 = \$136.50	
<input type="checkbox"/> C. Out-of-State (surveyed sites) 175% of surveyed GSA rate: \$(Enter GSA rate amount _____) x 1.75 = \$(calculated amount)	
<input type="checkbox"/> D. Out-of-State (non-surveyed sites only, i.e., not listed with GSA) 300% of GSA rate: \$91 x 3.00 = \$273	
Justification for Over Per Diem Lodging Rate (Note: no exception is allowed for Las Vegas; see above for current maximum allowable rate.)	
Over Per Diem Lodging Rate Approval <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved (Over per diem lodging rate is not more than the maximum allowable, as calculated above, and there are no exceptions made for Las Vegas.)	
Attention Dean/Director: Do not sign/approve unless "Justification for Over Per Diem Lodging Rate" is completed.	
Dean/Director (or above)	Date
For out-of-state travel only: Appropriate Cabinet Authorization	Date

Cost Summary

Registration Fee	
Transportation	
Per Diem	
Lodging	
Other	
Total Cost	

Account(s)/Department(s) to be Charged (equal to Cost Summary Total Cost, at left)			
Fund	Agency	Org	Amount
Total Cost			