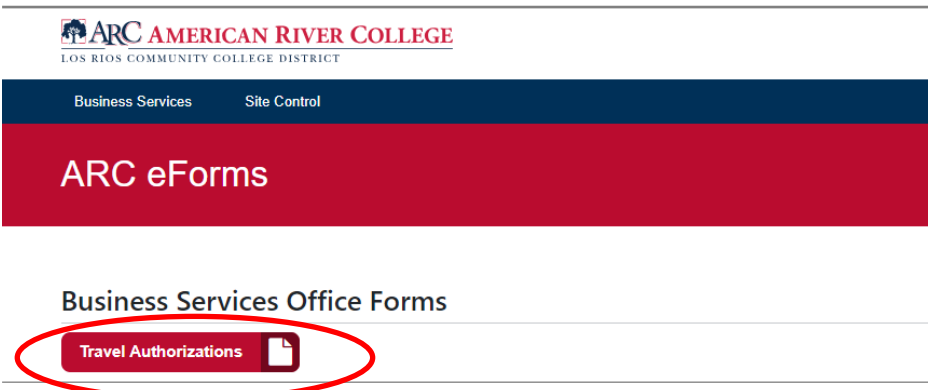


ARC TRAVEL AUTHORIZATION PROGRAM QUICK GUIDE

The Travel Authorization and Reimbursement Claim is to be used to obtain authorization to travel and for reimbursement of travel expenses incurred during the performance of district business. All reimbursements are made pursuant to District Regulation 8341.

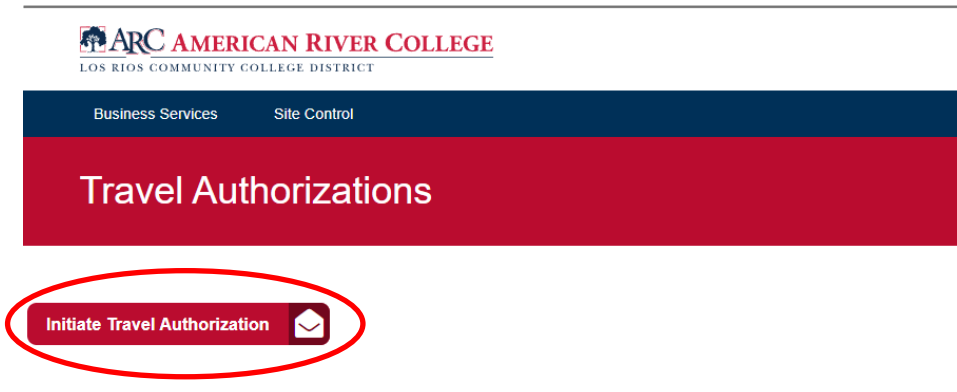
All authorizations must be obtained prior to time designated for departure. All requests must be submitted two weeks prior to departure. If a cash advance or prepaid registration is requested, **form should be submitted four weeks prior to departure at the campus level.**

QUICK GUIDE



1) Go to [ARC eForms - Travel Authorizations \(losrios.edu\)](https://losrios.edu/arc-eforms-travel-authorizations)

2) Select > Travel Authorizations



3) Select > Initiate Travel Authorization

Initiate Travel Authorization - Step 1

This form is to be used to obtain authorization to travel and for reimbursement of travel expenses incurred during the performance of district business. All reimbursements are made pursuant to District Regulation 8341.

All requests for reimbursement shall be reasonable & at the lowest rate available, except in extenuating circumstances.

Use of Chancellor's budget requires the College President's approval and the Chancellor's approval. Use of District budget requires all appropriate College approvals and appropriate District department manager approval.

Request to Attend Conference/Seminar - All authorizations must be obtained prior to time designated for departure. All requests must be submitted two weeks prior to departure. If a cash advance or prepaid registration is requested, **form should be submitted four weeks prior to departure at the campus level.**

Cash Advance/Prepaid College - College completes the appropriate section and the requested cash advance is processed. If a cash advance or prepaid registration is requested by the employee, the employee is to complete this section and submit the request a minimum of three weeks prior to date registration is due. Minimum \$100.00 cash advance request shall only be processed

Employee ID: Supervisor Employee ID: Administrative Assistant Employee ID:

Payment is to be sent to:
 ARC CRC FLC SCC DO FM EWC

Conference Sponsor: Conference/Activity: Destination:
 From (Date/Time): To (Date/Time):

Out of State? Yes No
 Do you have the budget number? Yes No
 Will you be applying for Professional Development funds? Yes No

Transportation

Round trip lowest air fare or mileage not to exceed air fare. \$30.00 average round trip mileage to get to Sacramento airport, parking fees at economy lot, and \$50 roundtrip allowance for shuttle to/from the airport at destination. Air travel arrangements should be made following regular college procedures. Retain appropriate receipt for reimbursement claim. Per R-8343, Section 11.4, reimbursement does not include mileage that is necessary for an employee to get from his/her residence to the assigned workplace. For current mileage rate and standard mileage, refer to <https://employees.lscsrios.edu/shared/doc/accounting/mileage-chart.pdf>

Car Rental: Authorized drivers may rent vehicles when needed at travel destination point. Review the Transportation Handbook found here https://drive.google.com/file/d/1gWdKQ8c8o_AjfoProcSC41RPT2fScEjview?usp=sharing for rental requirements. Enterprise Rent-A-Car includes the required Additional/Supplemental Liability Protection coverage we require and you can make a reservation at contracted special rates from your worksite PC by going to the District website, then to "Employees", then clicking on "Enterprise-Rent-A-Car" under the Purchasing Information Section. Other insurance coverage is not required and may not be reimbursed. Please select the lowest rate and the most economical refueling option.

Estimated Expenses

A. Transportation ?

Do you have transportation expenses?

Yes No

Transportation Type	Estimated Amount	Cash Advance ?	Attach Supporting Documents
Air - Travel Agency	\$ <input type="text"/>		
Air	\$ <input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	
District Vehicle	<input type="checkbox"/>		
Private Vehicle	Miles <input type="text"/> miles x -- Select Rate -- = \$ <input type="text" value="0"/>	<input type="radio"/> Yes <input type="radio"/> No	

B. Lodging ?

Do you have lodging expenses?

Yes No

C. Registration/Conference Fee ?

Do you have registration/conference fee expenses?

Yes No

D. Meals ?

Do you have meal expenses?

Yes No

Total Estimated Expenses (A-F)

Estimated Amount	Advance Amount	Prepaid Amount	Maximum Allowance, if applicable
\$ 0.00	\$ 0.00	\$ 0.00	\$ <input type="text"/>

Step 2 - Request for Reimbursement should be submitted no later than three (3) days after attendance at the conference or return from travel.

Upon return, complete Request for Reimbursement, of the same travel authorization/reimbursement claim form used when requesting authorization for the travel. Reimbursement for expenses for the attendance at conferences or meetings is allowed within the financial limits of the college and upon the approval of the administrative head within the college or administrative unit. All reimbursements are pursuant to provisions of R-8341. Original receipts are required for reimbursement as indicated. Cancelled checks and credit cards are not considered receipts.

QUICK GUIDE

4) Complete: **Initiate Travel Authorization-Step 1** for travel information and estimated expenses.

ID Input for submission:

- Travel Authorization can be initiated by Administrative Assistant for employee
- Supervisor is required
- Administrative Assistant is NOT required


Select for more information

Select "Yes" for each section to display in order to enter estimated expenses.

5) Select "Save & Submit" to submit Travel Authorization

Business Services Site Control

Travel Authorizations

Initiate Travel Authorization  Mileage Rates \$

Search: Show 50 entries Previous 1 Next

ID	Employee	From	To	Conference/Activity	Date Initiated	Advance Amount	Total Request for Reimbursement	Repayment Received	Status	Current Step	Pending Approver	Approvals
View	T-203122AR Koue Vang (W0003374)	1/17/2024	1/17/2024	2024 ACBO Budget Workshop	11/17/2023 4:49:47 PM	\$0.00	\$-295.00	No	Pending	Step 2 Awaiting Creation	N/A	Expand for info

QUICK GUIDE

After attendance at conference or return from travel:


6) Log into [ARC eForms - Travel Authorizations \(losrios.edu\)](https://arc.eforms-travelauthorizations.losrios.edu)

NOTE: Request for reimbursement should be submitted no later than three (3) days

7) Select "View" to complete Step 2


Business Services Site Control


Travel Authorization

[Back to List](#) 

Two Step Process

Status Pending

Step 1 of 2: Request to Attend & Request for Cash Advance/Prepaid Expense
 Status Approved
 Merged Documents [Download](#)
[Go To Step](#) 

Step 2 of 2: Request for Reimbursement
 Status Awaiting Creation
[Go To Step](#) 

8) Under **Step 2 of 2: Request for Reimbursement**, Select "Go to Step"

QUICK GUIDE

9) Complete: **Travel Authorization –Step 2** for actual expenses.

Select "Yes" for each section to display in order to enter actual expenses.

10) Select "Save & Submit" to submit Travel Authorization

Business Services Site Control

Travel Authorization - Step 2

Back to Process Steps

*: Indicates a required field.

From (Date/Time) 01/17/2024 8:00 AM To (Date/Time) 01/17/2024 2:00 PM

Actual Expenses

A. Transportation

Do you have actual transportation expenses?
 Yes No

Transportation Type	Actual Amount	Estimated Amount	Advance	Attach Supporting Documents
Air - Travel Agency	\$ <input type="text"/>	\$		
Air	\$ <input type="text"/>	\$		
Bus	\$ <input type="text"/>			
Other <small>Uber/Lyft/Shuttle applies to section "E"</small>	\$ <input type="text"/>			
District Vehicle	\$ <input type="text"/>			
Private Vehicle	Miles <input type="text"/> miles x -- Select Rate -- = \$ 0	\$0		

B. Lodging

Do you have actual lodging expenses?
 Yes No

C. Registration/Conference Fee

Do you have actual registration/conference fee expenses?
 Yes No

Prepayment Status (no receipt required if prepaid)
 Prepaid by DO/College No Prepayment

Actual Amount	Estimated Amount	Advance Or Prepaid
\$ <input type="text"/>	\$295.00	Prepaid

D. Meals

Do you have actual meal expenses?
 Yes No

E. Other (Parking fees, bridge toll, business phone call, Wi-Fi, and other business related expenses)

Do you have actual other expenses?
 Yes No

Other Actual Description	Actual Amount	Estimated Amount	Advance
<input type="text"/>	\$ <input type="text"/>	\$30.00	No

F. Incidental Expenses (Not to exceed \$5/day. Tips, personal phone call, and other miscellaneous travel expenses)

Do you have actual incidental expenses?
 Yes No

Total Expenses (A-F)

Total Expenses	Estimated Amount	Advance Amount	Prepaid Amount	Maximum Allowance
\$0.00	\$325.00	\$0.00	\$295.00	N/A

Summary	Amount
Total Expenses (sum A-F)	\$0.00
Total Expenses (lesser of Max. Allowance or Total Expenses)	\$0.00
Less Amount(s) Prepaid	\$295.00
Subtotal	\$ -295.00
Less Cash Advance (Step 1)	\$0.00
Total Request for Reimbursement	\$ -295.00

Business Services Office will contact you for payment remittance after your travel claim has been reviewed.

Save **Save & Submit**