

**GUAM COMMUNITY COLLEGE  
- KULEHON KUMUNIDAT GUAHAN -**

**TRAVEL  
- PROCEDURES -**

*Revised and updated, 4/30/15*

Ver 1.11  
4/27/15

## TABLE OF CONTENTS

	PAGE
TRAVEL POLICY .....	2
TRAVEL PROCEDURES - OFF ISLAND TRAVEL.....	3
TRAVEL AUTHORIZATION.....	3
TYPES OF TRAVEL AUTHORIZATION.....	4
FINANCING OF TRAVEL.....	5
COST-SHARING .....	5
ALLOWABLE EXPENDITURES AND REIMBURSEMENT .....	6
PER DIEM.....	8
SALARY AND USE OF LEAVE WHILE TRAVELING.....	9
REIMBURSEMENT OF EXPENDITURES AND TRAVEL REPORT.....	9
TRAVELER'S TRANSPORTATION.....	11
SPECIAL QUESTIONS .....	11
TRAVEL PROCEDURES - ON ISLAND TRAVEL .....	12
<b><u>APPENDICES</u></b>	
<b>APPENDIX 1</b>	(GCC Form TA) Travel Request/Authorization Form
<b>APPENDIX 2</b>	Travel Request/Authorization Checklist
<b>APPENDIX 3</b>	(GCC Form TR-01) Trip Reimbursement Form
<b>APPENDIX 4</b>	(GCC Form TR-02) Trip Report Form
<b>APPENDIX 5</b>	(GCC Form TR-03) Trip Reimbursement (Detail Supplemental) Form
<b>APPENDIX 6</b>	Mileage Reimbursement Log
<b>APPENDIX 7</b>	Early Departure Fund Return Obligations Payback Form or the Payback Policy Agreement Form
<b>APPENDIX 8</b>	Advance Per Diem Agreement & Advanced Miscellaneous Costs Agreement
<b>APPENDIX 9</b>	Lodging, Meals and Incidental Expenses (M&IE) Calculation Breakdown
<b>APPENDIX 10</b>	Faculty Make-up Plan
<b>APPENDIX 11</b>	Professional Development Activity Record (Non-PDRC Funding)

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**TRAVEL POLICY**

**WHEREAS**, a legitimate need exists for administrators, faculty, staff, students, and Board of Trustees members to travel on official business; and

**WHEREAS**, the Board of Trustees has the responsibility to establish a travel policy which meets the need of the College employees and students to attend certain workshops, seminars, meetings and other educational functions off-island and which, at the same time, provides criteria which makes the most efficient use of both local and Federal funds.

**NOW, THEREFORE, BE IT RESOLVED**, that all College travel must be performed either for the direct benefit of Guam Community College or to fulfill a real and legitimate obligation of the College.

**BE IT FURTHER RESOLVED**, that all off-island travel of administrators, faculty, staff, and students is to be approved by the President prior to travel. Travel of the Board of Trustees and the President is to be approved by the Board of Trustees.

**BE IT FURTHER RESOLVED**, that all travel shall be further governed by the travel procedures, updated on a periodic basis.

**Amended & Adopted: July 24, 2014  
Resolution No: 39-2014**

**Amended & Adopted: November 3, 2011  
Resolution 4-2012**

**Amended & Adopted: September 5, 2008  
Resolution 34-2008  
Adopted: February 1, 1995  
Resolution 8-95**

Secretary

## TRAVEL PROCEDURES

### - OFF ISLAND TRAVEL -

#### SUMMARY OF OFF ISLAND TRAVEL PROCEDURES

Approval of travel is done through a travel authorization form (TA). Travelers normally utilize the most economical means of transportation. After return from a trip, the traveler is to file a trip report and a travel reimbursement form (TR). A traveler may be reimbursed for travel for actual lodging and for per diem or actual meals. Travelers must receive **PRIOR** approval for all travel costs prior to travel.

#### TRAVEL AUTHORIZATION

Off island travel is initiated at GCC by preparation of a Travel Authorization (TA) request at the departmental level. The TA is then routed to the Immediate Supervisor/Dean and Division Head (i.e. Vice President/President) for review and approval. Final approval is given by the President. The request should be prepared to allow sufficient time for the approval process to be completed and at least **fourteen calendar days** ticketing prior to the time scheduled for the travel. This should take into consideration the processing and approval time required (*i.e. processing time + review and approval time + 14 calendar day minimum ticketing = Total amount of time needed for TA processing*) Exceptions can be made only in an emergency.

The traveler shall fill out Travel Authorization form (see **Appendix 1**) and the Travel Authorization Checklist (see **Appendix 2**) and ensure that all required information is attached. The traveler will attach the **actual** itinerary to the travel authorization and a list of anticipated expenditures. Ticket arrangements are required to be made from the list of authorized travel agents and one quote may come from the airline directly. Three price quotations for three different routes, must accompany all travel authorizations. (Note: Due to some travel agency inability to provide quotations that exceed more than a few days, price quotations must be obtained at the beginning of the TA process, prior MMO processing, and before certification and approval by the VP of Finance and Administration and the President. This will cut down on the number of times a traveler will request for price quotations). On date of ticket purchase, the instant purchase price for tickets will be verified and checked with airline or with travel agent to obtain the most economical price.

A **make-up lesson plan** for Instructional/Non-Instructional: to include: a) Instructor's Name, b) room number, c) descriptive daily lesson plan, d) for non-instructional, a makeup schedule d) Signature of traveler should be included in the Travel Authorization documents. (see **Appendix 10**)

It may be appropriate for the College to send a traveler to more than one conference. If there are open days between conferences, the traveler and the person authorizing the travel should discuss

and agree upon, in writing, whether the days in between will be considered annual leave or workdays, and whether they will be considered travel days for the purpose of per diem. The decisions on such a matter should be recorded on the travel authorization or a separate memo.

A copy of the standard travel authorization form (TA) is included in **Appendix 2**.

Travel authorization is required for all travel related activities. This includes travel paid by the College, by a third party, or with \$0 funding requirements, and whether the traveler is using leave without pay, administrative leave, annual leave, or personal leave. Faculty travel that is non-PDRC funded must submit the Professional Development Activity Record form to PDRC (See Appendix 11.).

### **TYPES OF TRAVEL AUTHORIZATION**

The following types of travel are authorized as indicated:

#### **Travel on Official College Business**

The Chairperson of the Board of Trustees shall authorize travel for members of the Board and the President. The President shall authorize travel for all other employees. Any requests not duly authorized via an approved travel authorization **prior** to the commencement of travel will be charged to the individual traveler.

#### **Travel with side trip or extension of dates at same travel location**

The travel policy states that travel be performed for the direct benefit of the College. However, travelers who want to include a side trip into their travel or extend the dates at the same travel location must pay the cost of the additional trip/dates and any other related costs. The College will pay the lowest travel cost, based on determination of the total trip cost.

Travelers must obtain at a minimum 4 price quotations to include the following when including a side trip:

- a. 3 price/route quotations with extended dates to the conference and back.
- b. 1 price/route quotations with extended dates inclusive of side trip.

Travelers must obtain at a minimum 4 price quotations to include the following for an extension of dates at the same travel location:

- a. 3 price/route quotations with extended dates to the conference and back.
- b. 1 price/route quotations with original dates to the conference and back.

### **Travel of Employees hired from Off-Island**

This travel is approved by the President and is covered by the employment contract. A person whose education has been covered by payment from the GovGuam Student Financial Assistance Fund within twelve months of the first workday at the College is not entitled to recruitment travel funds as an off-island hire.

### **Student Group Travel**

Student group travel (consisting of student, faculty and GCC employee chaperone) shall be allowed to make travel arrangements directly with airlines. This will allow for group discounts to be obtained and flexibility in travel changes. Documentation of the discount and savings must be noted. Additionally, student group travel for off-island competitions may require the group to arrive at the location additional days before the competition. The request for the extended days with any supporting documentation must be submitted and attached to the TA. This will be reviewed by the Vice President of Finance and Administration on a case by case basis.

For student group travel, the actual method will be utilized for lodging and transportation, and meals will be paid on the per diem basis.

## **FINANCING OF TRAVEL**

Travel costs will be paid by GCC per the approved travel authorization. Travelers will have their airline ticket and registration fees paid for with institutional funds, via the GCC corporate credit card. Lodging may be requested to be paid via the College corporate credit card. Also, travelers may apply for a travel advance of 80% of the authorized per diem. Per diem advances will be made available up to two business days in advance of the trip. Travelers will be required to sign the Advance Per Diem Agreement (Appendix 8). An earlier advance may be authorized by the Vice President of Finance and Administration, with proper justification. The President may authorize travel without completion of a travel authorization. This will be done **only** in emergencies.

The traveler must make a written request for the advance per diem, (As noted on the Form TA) at least three days prior to departure. Additionally, the traveler is responsible for ensuring that the request for GCC corporate card is made to purchase the airline ticket, within the advance purchase requirements.

## **COST-SHARING**

The traveler and the person authorizing the travel may make a cost-sharing agreement about travel costs. These agreements outline a percentage to be paid by the College. They could also agree for the College to pay a flat amount and the traveler paying the remainder, or a combination of the two methods. They could agree to share the types of costs such as the traveler paying for transportation and the College paying for meals and lodgings.

The Guam Community College may make cost-sharing agreements (prior to travel) with other institutions. If a cost-sharing agreement is made, the traveler must submit documentation of the costs to be paid by the College.

**Example:** There is only \$700 budgeted for travel in a grant. The traveler may agree to cost-share arrangement by submitting documentation to support at least \$700 in expenses.

## **ALLOWABLE EXPENDITURES AND REIMBURSEMENT**

Reimbursement for travel expenses related to lodging and meals will follow the below requirements:

- 1) **Lodging** – Actual method of reimbursement will be used for lodging (hotel) expense. These costs should be inclusive of actual lodging costs, taxes, and fees related to the number of days approved for lodging. The lodging costs should not exceed the standard daily lodging rate (exclusive of taxes) stated on the per diem website. If traveler requests for lodging costs in excess of published standard lodging rates from [www.gsa.gov](http://www.gsa.gov), the request must be made in advance with justification documenting the need and purpose for the higher lodging rate.

**Example:** The conference is being held at a hotel whose cost is \$150 per day, but standard lodging is \$100 per day. It is beneficial to the traveler to stay in the same hotel as the conference site.

- 2) **Meals and Incidentals** - There are two options for seeking reimbursement for meals (breakfast, lunch, and dinner) and incidental expenses. The Federal Travel Regulation Chapter 300, Part 300-1, under Per Diem Allowance describes incidental expenses as “fees and tips given to porters, baggage carriers, hotel staff and staff on ships.”
  - a. The first option is to seek per diem. Under the per diem method, a standard daily amount is available. This amount is expected to cover standard meal and incidental expenses. Documentation of standard per diem expense is not required when seeking reimbursement under the per diem option. If conference fees include meals, the traveler will reduce their per diem for these meals.
  - b. The second option is to seek reimbursement for all reasonable expenses, also called the Actual Method. Reasonable expenses include all expenses covered by per diem plus other directly related travel expenditures. In this option, additional appropriate documentation is required and the traveler must provide documentation to support the actual cost requests. All requests for actual cost must be requested and approved in advance prior to travel. Upon return the traveler must fill out and attach receipts to the Trip Reimbursement Detail Form (**Appendix 5**).

At Guam Community College almost all travelers utilize the per diem method. This usually provides the greatest efficiency for the traveler and the College.

Standard expenditures covered by meal and incidental per diem:

The following are examples of other travel related costs for which a person may seek reimbursement even if the per diem method is used. Major expenses of this type should be approved at the time of the travel authorization.

**TABLE 1**

1.	Conference or meeting fees.
2.	Long distance calls directly related to the purpose of the travel. Include information on the number called and the business purpose of the expense.
3.	Excess baggage or shipping related to carrying materials to/from a conference or meeting. This includes storage and transfers of such materials.
4.	Justified Business Center services.
5.	Rental of internet access computers or other necessary equipment.
6.	Ground Transportation-round trip from airport to hotel.
7.	Guides and interpreters.
8.	Drivers of vehicles or boats.
9.	Storage of property.
10.	Hire of a meeting or presentation room or space.
11.	Entertainment expenses.
12.	Small supplies.
13.	Rental cars and local transportation.
14.	Necessary storage of baggage.
15.	Other justified expenses directly related to the travel.
16.	Checked luggage fee for the first standard sized bag if there is a fee and based on airline requirements. Justification for second bag must be business related.

The following are examples of costs that are not allowable:

1. Flight insurance (exception, GDOE students).
2. Repairs to home while traveling.
3. Reading materials unrelated to official business.
4. Video or cable charges.
5. Clothing.
6. Alcoholic beverages.
7. Athletic room fee.
8. ATM Fees.
9. Non-justified travel or conference related expenses.



## PER DIEM

A person may request the per diem rate times the travel days without submitting documentation of the costs for meals and lodging for the travel period. If conference fees include meals, the traveler will reduce their per diem for these meals.

To determine the number of travel days in a trip, one counts the number of midnights that the traveler is on travel status. Travel status begins two hours before scheduled takeoff at the airport and ends one hour after return. All time is counted as Guam time.

**Example:** A person leaves Guam at 6:00 a.m. on March 1 and returns to Guam at 6:00 p.m. on March 5. The trip has four travel days: March 1, 2, 3, and 4.

**Example:** A traveler travels six days to Chicago. This includes one day of travel to Chicago, a four day conference and one day for return. The traveler may request meal and incidental per diem for 6 days and actual lodging costs. The traveler does not have to submit any receipts for meal and incidentals, only for lodging. If the traveler incurred other allowable expenses such as conference fees, reimbursement may be claimed for the additional allowable expenses. If the Chicago hotel costs more than the allowable lodging per diem rate, the traveler must provide documentation justifying the hotel chosen.

The per diem rates are based on the per diem rate authorized by law. Currently, the rate is available on the following website:

<http://www.gsa.gov>

The traveler is entitled to the meals and incidental per diem rate for each travel day of official travel. No more than one day of per diem or expenses may be claimed before the beginning of official business and one day claimed for the return. Exceptions may only be made with prior approval and documentation on the TA.

The following **standard calculation** can be applied for counting travel days:

**Trip to the US Mainland:**

The traveler may claim a travel day going and a travel day for return for meal and incidental per diem.

**Trip to Hawaii:**

The traveler may claim one meal and incidental per diem travel day.

**Trip to any of the Micronesian Islands, Japan and Philippines:**

The traveler may claim one travel day. If the airline schedule does not allow a direct return, required stay over days may be claimed. However, documentation must be provided indicating flight availability.

If a traveler goes on annual leave during the trip, the travel days end at the time of the end of business. The traveler may be entitled to meal and incidental per diem and/or actual hotel expense during a layover on the travel back to Guam.

If a trip is less than one day, the traveler is entitled to all **actual** allowable expenditures. However, the traveler is not entitled to meal and incidental per diem.

**Example:** A traveler goes to Saipan in the morning and returns that evening. The traveler is entitled to actual allowable expenditures but not to per diem.

If a person begins travel with a confirmed return flight and is not able to return as planned, the travel status ends on the date of expected return. Exceptions must be authorized in advance.

**Example:** A traveler begins travel on Sunday while on stand-by to return home on Friday. If the traveler is not able to get on the Friday flight, the traveler is not on travel status while waiting for the next available flight.

Members of the Board of Trustees, the President and the Vice Presidents may receive 125% of the standard per diem rates (per 5GCA §23104 (a)(2) Per Diem Allowance).

## **SALARY AND USE OF LEAVE WHILE TRAVELING**

The traveler shall be on administrative leave and will receive a regular salary during the authorized travel time. In general, a traveler will be eligible for one day of administrative leave for each day of authorized travel time. No advances of an employee's salary may be made except in case of emergency. Travelers must attach their Leave Application with the TA as noted in the TA Checklist.

If the traveler becomes sick during a trip or uses other types of leave while on travel status, the traveler must attach a copy of the approved leave form to the travel reimbursement (TR) request.

Upon returning to Guam, the traveler must show the hour of departure and return to duty.

When a traveler takes sick leave because of illness or injury not due to personal misconduct, the prescribed reimbursement will be authorized for a period not to exceed ten days. The approved leave form shall accompany the travel reimbursement request.

## **REIMBURSEMENT OF EXPENDITURES AND TRAVEL REPORT**

The traveler must file a trip report form (see **Appendix 4**) and request for reimbursement through the Trip Reimbursement form within **10** business days of return from travel to the supervisor. A copy of the approved trip report form should be attached to the request for reimbursement. A traveler who is only claiming meal and incidental per diem need only file a copy of the travel authorization and backup, actual lodging receipts, the ticket or (e-ticket) and original boarding

passes, and the trip report. Only original documents will be accepted. If a traveler, claiming per diem is also asking reimbursement of additional expenses, supporting documentation on the additional expenses must be included.

If the traveler claims actual meal and incidental expenses and any advance exceeds the amount claimed in the travel reimbursement request, the traveler shall refund the excess at the time the travel reimbursement is submitted. Failure to refund the excess at time of travel reimbursement will result in immediate payment due and deduction from employee's payroll.

In the event of cancellation or indefinite postponement of authorized travel, the traveler shall notify the Business Office and return any advances that may have been made. If any advance is not returned within business 10 days, the Business Office may initiate recovery of any outstanding advances not fully recovered by deductions from travel reimbursement or voluntary refunds by the traveler. Such recovery may be by set-off of salary due, retirement credit, or other financial charges. This may be sought from the person to who advanced or the estate by such legal method of recovery as may be necessary. The traveler will be responsible for any attorney or collection fees paid to collect balances owed.

When actual expenditures are claimed, receipts must support all expenditures. Reimbursement of meals will not exceed the standard authorized rate. Items in a travel reimbursement not properly supported by receipts, will not be reimbursed.

Persons traveling in foreign countries should report their expenditure by item, in the foreign currency. The total expenditure in foreign currency should be converted into United States dollars at the rate or rates at which the foreign currency was obtained. Every time money is converted, the traveler should obtain a receipt of the commission charged and exchange rate.

All claims for entertainment expense, including those incurred while on travel status, must be justified in writing. Such expenses are reimbursable only when directly connected with the official business of the college. The justification will state:

1. The date of entertainment.
2. The specific purpose of entertainment or the nature of business benefit.
3. The specific names and occupations of the persons entertained.
4. The name and address of the facility used for entertainment.
5. Appropriate receipts.
6. The business purpose of the entertainment and what business was discussed.

A copy of a request for reimbursement form (TR) is included in **Appendix 3**.

**Travelers are responsible for submitting a copy of the required reports to the department funding the travel.**

### **TRAVELER'S TRANSPORTATION**

All travelers will travel by economy class with the lowest fare airline. The Chairperson of the Board or the President may allow a different class of travel for official business reasons or health reasons. The Vice President of Finance and Administration may allow other than the lowest fare airline to significantly reduce travel time.

Travel arrangements will be made from the list of approved travel agencies and one quote may come from an online airline/website. A traveler must make arrangements early enough to take advantage of the 14 day advance ticket purchase and available discounts. After arrangements are made, payment will be made by the Business Office.

All travel must be by a usually-traveled route. Traveling to the U.S. mainland by going through Japan is considered a usually-traveled route. Travel by other routes is allowable only if the Vice President of Finance and Administration specifically permits such a route.

A person traveling by an indirect route for personal convenience will bear the extra expense; reimbursement for expenses will cover only such charges as would have been incurred on a usually-traveled route.

If specifically justified and approved in **advance**, the expenses of a car rental may be reimbursed to an employee also claiming per diem. Such approval is given only if there is a business need for such a car. Upon claiming this expense, the traveler must attach a copy of the car rental agreement with supporting receipts.

### **SPECIAL QUESTIONS**

#### **Extension of Travel Time**

The extension of official travel for GCC requires prior approval by the person authorizing the travel. Exceptions may be made for emergency situations.

#### **Frequent Flyer Programs**

College personnel enrolled in any frequent traveler program while traveling for the College may utilize benefits for their own travel.

## Payback Obligation

Guam Community College has a “payback” policy, Administrative Directive 2010-01. This means that if a person travels off island for training and then leaves the College within twelve months, the person is be liable to pay back the costs of the training. The dates and percentages in the “Administrative Directive 2010-01” will be used to calculate the payback costs for all travel related costs. An employee traveling off island will need to sign the *Early Departure Fund Return Obligations Payback form or the Payback Policy Agreement* form prior to leaving on their trip. See **Appendix 7** for these forms. Any requests for exemptions to this directive must be made in writing directly to the President, via the employee’s supervisor.

*The following are additional programs that should be reviewed to ensure compliance with those applicable policies and procedures payback provisions:*

Faculty - The Professional Development Review Committee internal operating procedures.

Staff – The Staff/Administrator Development/ Program Procedures

## TRAVEL PROCEDURES

### - ON ISLAND TRAVEL -

Guam Community College makes College automobiles available when an employee must travel on College activities. The most common case of this is when an employee must travel to another site for business or to conduct a class. In general, employees should utilize College transportation for such purposes. Employees are required to follow the GCC Vehicle Guidelines and Procedures published on MyGCC. In special circumstances where there is a significant inconvenience in utilizing a College vehicle, an employee may be authorized to utilize their personal transportation for College purposes. Such travel must be authorized ahead of time. For employees claiming mileage, a purchase order for estimated mileage and timeframe must be processed before travel commences.

At the time of reimbursement, the employee should supply a copy of the documentation, a log listing the day and time of each trip, the beginning and ending mileage and the net mileage. See **Appendix 6** for the Mileage Reimbursement Log. Mileage reimbursement requests must be submitted on a monthly basis to Materials Management Office, no later than 20 days after the expense is incurred.

Requests for mileage reimbursement will be at the standard IRS rates, which can be viewed at the Internal Revenue Service website, [www.irs.gov](http://www.irs.gov). The Controller will publish the current mileage reimbursement rate on MyGCC.



**Guam Community College  
Travel Request/Authorization**

TA No.

1. TO <b>MATERIALS MANAGEMENT/ FINANCE &amp; ADMINISTRATION</b>	2. FROM (Division/Department)	3. REQUEST DATE
4. NAME OF TRAVELER	5. TITLE	6. BUDGET ACCOUNT CODE (FOAP)
7. TRAVEL DESTINATION(S)  FROM  TO		8. APPROX. LENGTH OF TRAVEL (DAYS)
		9. DATE TRAVEL COMMENCES

10. DESCRIBE ROUTE PLANNED

11. PURPOSE OF TRAVEL (Describe in Full - use reverse side if more space is required)

12. TRAVEL ADVANCE REQUIRED (Attach memo requesting for any travel advances)

13. SIGNATURE OF TRAVELER	DATE	14. SIGNATURE OF SUPERVISOR (Include Name and Title)	DATE
15. SIGNATURE OF DIVISION HEAD (Include Name & Title)			

<p>16. ESTIMATED TRAVEL COST</p> <p>A. TRANSPORTATION COST _____</p> <p>B. CONFERENCE/MEETING COST _____</p> <p>C. PER DIEM _____</p> <p>D. MISCELLANEOUS _____</p> <p style="text-align: right;">TOTAL COST _____</p>	<p>17. PAYABLE TO (Complete Name &amp; Address)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>NOTE: Travel Procedures specifies that airline tickets and meeting costs are to be paid through the Guam Community College Corporate Card, with minimum exceptions.</p>
--	--

18. CERTIFICATION OF FUNDS AVAILABILITY (Fin. & Adm. Div.)	19. PRESIDENT'S APPROVAL:
<b>CARMEN K. SANTOS, CPA</b> <b>DATE</b> <b>V.P. for Finance &amp; Administration</b>	<b>MARY A.Y. OKADA, Ed.D.</b> <b>DATE</b> <b>President</b>



**GUAM COMMUNITY COLLEGE  
Travel Request/Authorization Checklist**

<b>Traveler</b>			<b>Prepared by</b>
			<b>Administrative Staff</b>
<b>Yes</b>	<b>NO</b>		
<input type="checkbox"/>	<input type="checkbox"/>	1. Properly filled out Travel Request/Authorization with authorized signatures? (Appendix 1)	
<input type="checkbox"/>	<input type="checkbox"/>	2. Printed per diem rates for cities traveling to, from the following website: <a href="http://www.gsa.gov">http://www.gsa.gov</a> , search for per diem rates.	
<input type="checkbox"/>	<input type="checkbox"/>	3. Lodging, meals and incidental calculation breakdown sheet with deduction of meals provided by the conference.	
<input type="checkbox"/>	<input type="checkbox"/>	4. Three price quotations from approved list of travel agents or airline? Note: Please indicate last date to purchase tickets. Indicate if travel with side trip or extension of dates at same travel location. Ensure the lowest airfare possible is selected.	
<input type="checkbox"/>	<input type="checkbox"/>	5. Memo or email requesting for advance per diem addressed to VP of Finance and Administration, if applicable.	
<input type="checkbox"/>	<input type="checkbox"/>	6. Attach Lodging/Hotel cost breakdown including taxes with supporting hotel price quotes. Include a copy of hotel authorization form for GCC Credit Card usage.	
<input type="checkbox"/>	<input type="checkbox"/>	7. Registration/Conference fees with proper forms attached?	
<input type="checkbox"/>	<input type="checkbox"/>	8. Signed administrative leave form?	
<input type="checkbox"/>	<input type="checkbox"/>	9. Is the travel required per existing contracts, law, or rule? If yes, attach documents.	
<input type="checkbox"/>	<input type="checkbox"/>	10. Is there more than one (1) traveler attending the same conference, seminar, workshop, or meeting? If yes, attach justification.	
<input type="checkbox"/>	<input type="checkbox"/>	11. If travel is for "meeting," is documentation from meeting official indicating times, dates, and purpose of meetings attached? Attach brochure of conference/training and agenda to include conference and any meals provided.	
<input type="checkbox"/>	<input type="checkbox"/>	12. Is Travel Authorization being submitted 14 calendar days prior to travel commencement date? If not, is explanation attached?	
<input type="checkbox"/>	<input type="checkbox"/>	13. Payback Policy signed. (Appendix 7)	
<input type="checkbox"/>	<input type="checkbox"/>	14. Faculty makeup plan, if applicable.	
<input type="checkbox"/>	<input type="checkbox"/>	15. Other documentation to support travel and link to Institutional Priorities. (Appendix 4a)	
<input type="checkbox"/>	<input type="checkbox"/>	16. Does traveler have a personal copy of the approved final Travel Authorization form?	

Disclaimer Note: This checklist should be used in conjunction with the GCC Travel Procedures.



## Guam Community College Trip Reimbursement

DATE: <input style="width: 90%;" type="text"/>	TA NUMBER: <input style="width: 90%;" type="text"/>	DATE(S) OF TRAVEL: <input style="width: 90%;" type="text"/>	
NAME OF TRAVELER: <input style="width: 90%;" type="text"/>		TIME DEPARTED: <input style="width: 90%;" type="text"/>	TIME RETURNED: <input style="width: 90%;" type="text"/>

Append a trip report to this document. The trip report should cover trip objectives and benefits derived. Include a copy of the TA and any related documentation provided with the TA. Provide two copies of this document. Travelers who want to claim actual expenses rather than per diem must also fill out a TR-03 form.

Were there any significant differences between the travel plan authorized on the TA and the actual trip?      YES      NO

If yes, please explain the changes below. Significant differences include a significant change in cost of travel, length of stay, or itinerary.

Explanation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

When such differences increase the cost of the travel to the College, appropriate additional approval is required.

<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Signature of Supervisor (Include Name and Title)      Date	Signature of Division Head (Include Name and Title)      Date

**EXPENDITURE REIMBURSEMENT CLAIMED:**  
 Provide appropriate documentation per the instructions of the Travel Policy and Procedures manual. This documentation should include a copy of the ticket and documentation on meeting or conference charges paid by the traveler.

**PER DIEM CLAIMED:**  
 Number of days authorized travel times the standard per diem rate for the destination.   
 (Indicate amount less any advance claimed)

<b>ADDITIONAL EXPENDITURES CLAIMED:</b>			
Date:	<input style="width: 95%;" type="text"/>	Date:	<input style="width: 95%;" type="text"/>
Description:	<input style="width: 95%;" type="text"/>	Description:	<input style="width: 95%;" type="text"/>
Amount:	<input style="width: 95%;" type="text"/>	Amount:	<input style="width: 95%;" type="text"/>
Date:	<input style="width: 95%;" type="text"/>	Date:	<input style="width: 95%;" type="text"/>
Description:	<input style="width: 95%;" type="text"/>	Description:	<input style="width: 95%;" type="text"/>
Amount:	<input style="width: 95%;" type="text"/>	Amount:	<input style="width: 95%;" type="text"/>

<b>TOTAL AMOUNT CLAIMED:</b> <input style="width: 90%;" type="text"/>	<b>TRAVELER'S SIGNATURE :</b> _____
	<b>DATE:</b> _____

**(Travelers are responsible for submitting a copy of the required reports to the department funding the travel.)**



**GUAM COMMUNITY COLLEGE  
TRIP REPORT FORM**

**NOTE: Please note that this report must be submitted to supervisor no more than 10 days upon completion of travel.**

<b>Name:</b>	<b>Department:</b>
<b>Signature:</b>	<b>Travel Dates:</b>
	<b>Date(s) of Event:</b>

- A. Name and location of conference, workshop, or training event:
  
- B. How will you apply information or skills acquired from this event to enhance or improve student learning outcomes or student needs as it relates to your department's plan and mission?
  
- C. How does this event relate to the Institutional Learning Outcomes of the College? (Refer to Appendix 4)
  
- D. How does this event support the Institutional Priorities of the College? (Refer to Appendix 4)
  
- E. How has this event contributed to your professional growth in your role at the College?
  
- F. Other pertinent information (i.e., Business contacts established on trip)

**GUAM COMMUNITY COLLEGE  
PROFESSIONAL DEVELOPMENT PRIORITIES  
ACADEMIC YEAR 2014-2015**

**INSTITUTIONAL PRIORITIES  
By Topical Category**

**ORGANIZATIONAL PRIORITIES**

1. Compliance with federal/local/contractual requirements (e.g. , grants, programs, contract, etc.)
2. Diversification of funding sources and implementation of financial stabilization strategies
3. Extending workforce development through community partnerships
4. Improving delivery of services to students
5. Modernization of classrooms, instructional technology, and facilities
6. Professional career planning, leading to upward mobility program for employees (through professional development, credentialing, and morale building)
7. Internationalization efforts
8. Succession planning
9. Sustainability and "greening" of the campus (i.e., using renewable energy/alternative energy sources)

**ACADEMIC PRIORITIES**

1. Accreditation – Student Learning Outcomes (SLOs), program review, linking institutional planning to budget, curriculum revision
2. Career and technical workforce development, to include Advisory Committees
3. Communicating career pathways, career clusters, and career and educational plans
4. Course and program level assessment, General Education, Institutional Learning Outcomes (ILOs)
5. Curriculum and program expansion in career and technical education fields
6. Enrichment in one's content area, or improving staff or faculty competencies as related to their work (i.e. licensing, credentialing, and certification)
7. "Greening" of the curriculum
8. Linking secondary and postsecondary programs
9. Science, Technology, Engineering, Mathematics (STEM) – related activities
10. Student evaluation of learning and teaching processes in the classroom that promote critical thinking skills, diverse learning styles, and student motivation

**Guam Community College  
Trip Reimbursement Detail (Supplemental) Form**

**NOTE:** Travelers who claim actual expenditures rather than per diem must provide information in the following format.  
The traveler must also attach receipt on all expenditures over \$15.

DESCRIPTION OF ITEM CLAIMED (Enter dates at right)	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	TOTAL
Breakfast									
Lunch									
Dinner									
Rental Cars and Local Transportation									
Lodging									
Phone (Business Calls)									
Conference or Meeting Fees									
Justified Business Center Services									
Other (specify)									
a)									
b)									
c)									
d)									
<b>TOTAL:</b>									
Traveler's Name: _____ Signature: _____									Date: _____



Guam Community College  
Materials Management, Finance & Administration

P.O. Box 23069  
Barrigada, GU 96921

Tel: 671-735-5540/5542  
Fax: 671-734-5238

**MILEAGE REIMBURSEMENT**

Mileage Report of Private Vehicles Use on Official Business

FOR FACULTY: Please refer to ARTICLE VII – SECONDARY FACULTY WORKING CONDITIONS, Page 85, G. General Provisions, No 5, a.b.c., and ARTICLE XIX – POST SECONDARY INSTRUCTIONAL FACULTY CONDITIONS, Page 98 G. General Provisions, No 5, a.b.c.

Employee Name (Please PRINT LEGIBLY)	Department/Division
Make/Model & License Plate Number of Vehicle	Month/Day/Year

**MILEAGE RECORD**

DATE	DESTINATION		Purpose	STARTING ODOMETER	ENDING ODOMETER	MILES
	To	From				
TOTAL Miles						
Current Rate Per Mile						
Total Reimbursement Requested						

I hereby certify that the information contained herein is true and correct.

SIGNATURE: \_\_\_\_\_

Employee \_\_\_\_\_ Date \_\_\_\_\_ Program Administrator \_\_\_\_\_ Date \_\_\_\_\_

**Note:** Monthly Mileage reimbursement must be submitted to Materials Management prior or before the 20<sup>th</sup> day of the following month.

**GUAM COMMUNITY COLLEGE**  
**Office of the President**  
**735-5700/5638**

Ou'T 0 1 2009

**MEMORANDUM**

**TO:** Administrators/Faculty/Staff

**FROM:** President *W. J. ...*

**SUBJECT:** Administrative Directive 2010-01  
**PAYBACK PROVISIONS FOR ADMINISTRATORS/ FACULTY/STAFF**

This Administrative Directive 2010-01 supercedes Administrative Directive 2009-01,

The Guam Community College values, encourages and supports the training and professional development of its Administrators/Faculty/Staff to further maximize and improve their knowledge and skills. Professional development for the Administrators/Faculty/Staff provides opportunities for them to serve the educational process, the academic community, and the institution by increasing their effectiveness as an Administrator/Faculty/Staff through participation in ongoing training and development in their current capacities, while preparing for the future.

Effective immediately, when Administrator/Faculty/Staff personnel receives financial assistance from the Guam Community College and leaves the college before working the equivalent of **12-months** after receipt of funding, the following table will be used to determine the amount of money to be paid to the college by the recipient:

<b>Time Worked After Funding (months)</b>	<b>Percentage of payback</b>	<b>Amount</b>
2	100.0%	
1		Less \$200.00 from entire travel & trip expense
2		Less \$400.00 from entire travel & trip expense
3	90.0%	Of Net Balance
4	80.0%	Of Net Balance
5	70.0%	Of Net Balance
6	60.0%	Of Net Balance
7	50.0%	Of Net Balance
8	40.0%	Of Net Balance
9	30.0%	Of Net Balance
10	20.0%	Of Net Balance
11	10.0%	Of Not Balance
12	0.0%	

**Memo from President**  
**Revised Administrative Directive 2010-01**  
**Re: Payback Provisions for Administrators/Faculty/Staff**  
**Page 2 of 2**

This payback provision allows the Guam Community College to recover money, all or in part, for training of Administrators/Faculty/Staff who depart from the college prior to fulfilling their training obligations.

GCC's payback provision will not apply to college-required workshops, conferences and/or seminars approved by the president of the college. Also excluded from this provision will be travel expenses provided by a funding source separate from GCC.

This document serves as a binding contract between **(employee full name) and Guam Community College**, as acknowledged and agreed upon by the signatures below.

\_\_\_\_\_  
**(Employee Full name), Employee**

Date: \_\_\_\_\_

\_\_\_\_\_  
**(Employee Immediate Supervisor), (Title)**

Date: \_\_\_\_\_

\_\_\_\_\_  
**MARY A.Y. OKADA, Ed.D., President**

Date: \_\_\_\_\_

## Advance Per Diem and Advanced Miscellaneous Costs Agreement

DATE: \_\_\_\_\_

Guam Community College Business Office

RE: Advanced Per Diem and Miscellaneous Cost PO \_\_\_\_\_

By signing below, I agree that I have received advanced per diem and/or advanced miscellaneous costs and I will be attending the conference/seminar/travel that was requested in my Travel Authorization. In the event that I am unable to attend ***all or any part*** of the conference, seminar or requirements of this trip, I will notify GCC Business Office immediately. The Business Office will calculate the payback of the advance per diem due to GCC. Any miscellaneous advances received in excess of costs shall be refunded to the College.

In the event of cancellation or indefinite postponement of authorized travel, the traveler shall notify the Business Office and return any advances that have been made. If any advance is not returned within 10 business days of return from travel, the Business Office may initiate recovery of any outstanding advances not fully recovered by deductions from travel reimbursement or voluntary refunds by the traveler. I agree that any advances will be deducted from my next paycheck or other payments due to me. If the paycheck is insufficient to cover funds advanced, I agree that GCC has the right to deduct from subsequent paychecks until the amount is refunded in full. I will be responsible for any attorney or collection fees paid to collect balances owed.

---

Signature  
Print Name  
Date



### Lodging, Meals and Incidental Expenses (M&IE) Calculation Breakdown

Date	Lodging	Breakfast	Lunch	Dinner	IE	Total
<b>Example</b>	\$150	\$7	\$11	\$23	\$5	\$196



**Faculty Make-up Plan or Coverage of Services**

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Date(s) of Leave: \_\_\_\_\_

Course Number(s) and Title(s), if applicable: \_\_\_\_\_

Plan:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

_____	_____	_____
Print Name	Signature	Date

Acknowledged by:

_____	_____	_____
Department Chairperson	Signature	Date

Approved by:

_____	_____	_____
Dean	Signature	Date

**GUAM COMMUNITY COLLEGE  
Professional Development Activity Record  
(NON-PDRC Funding)**

---

**MEMORANDUM**

**DATE:**

**TO:** Mary A.Y. Okada, Ed.D., President

**VIA:** Dr. Rene Ray Somera, AVP

**FROM:** Sally Sablan, PDRC Chairperson 2014-2015

**RE:** Professional Development Activity

Dear President Okada,

Please note that this activity has been recorded by PDRC.

Faculty Name:  
Division/Dept:  
Activity:  
Time frame:  
Location:  
Amount:  
Funding Source:

Respectfully submitted,

---

Faculty Print and Signature

---

Date

Recorded by:

---

Sally Sablan, PDRC Chairperson 2014-15

---

Date

C: Faculty, Dean School, PDRC Chair, Business Office

Revised 08.28.14

11-11-11  
11-11-11  
11-11-11

111

11-11-11  
11-11-11  
11-11-11

11-11-11  
11-11-11  
11-11-11

111  
111  
111  
111  
111

111

111

1