

CHANCELLOR FOR COMMUNITY COLLEGES MEMO

Revised

CCCM# #2021 (June 1, 1983)

SUBJECT: Redlegation of Authority to approve Inter-Island and Out-of-State Travel

A. References:

1. Systemwide Administrative Procedures Manual, A8.851, Out-of-State and Intra-State Travel
2. Memos of November 9, 1982 and May 18, 1983 from Director of Finance.

B. Purposes:

1. To redelegate to the Provosts and Director of Employment Training Office authority for approving all inter-island and out-of-state travel requests except out-of-state requests involving the following:
 - a. Provost or equivalent.
 - b. Meetings sponsored by the American Association of Collegiate Registrars and Admissions Officers (AACRAO), the Pacific Association of Collegiate Registrars and Admissions Officers (PACRAO), the National Association of State Universities and Land Grant Colleges (NASULGC), the American Association of Community and Junior Colleges (AACJC), the Association for Institutional Research, the Western Association of Colleges and University Business Officers, the American College of Personnel Association Conference and the Academy of Academic Personnel Administration.
 - c. Two or more individuals attending the same conference/workshop or traveling for the same purpose.
 - d. Travel which was not listed in the annual or ~mended travel plan on file in the Chancellor's Office.
2. Tb provide supplemental guidelines for approval and reporting of travel requests.

C. Applicability:

1. Travel requests regardless of the source of funds involved, (including travel paid out of personal funds).

2. Employees and others officially designated to represent the University.
3. Employees who are on sabbatical leave, leave without pay, or non-duty status are excluded.
4. Employees may be exempted from prior reporting requirements if the travel is totally non-general funded and if specifically provided for in the collective bargaining contract.
5. Employees traveling out-of-state on business for other State agencies (refer to David R. Luke's memo dated November 6, 1979).

D. Responsibilities:

1. Chancellor for Community Colleges:
 - a. Redelegates authority to Provosts for approving travel requests except those noted in Article B above, reserving the right to override when identical travel purpose is requested by other campuses or during periods of fiscal exigencies.
 - b. Approves travel requests listed as items a, b, c, and d in Article B.I, and forwards as appropriate.
 - c. Reviews annual and amended campus plans, notifying Provost of identical requests which require Chancellor's approval.
 - d. Submits monthly travel reports to the President for Board of Regent action.
2. Provost (and other community college executive):
 - a. Submission of Out-of-State Travel Plan
 1. Submits by June 15 an annual out-of-state travel plan (Attachment C) to the Chancellor for information and action covering the following year.
 2. Transmits at least 15 days before the beginning of the 2nd, 3rd and 4th fiscal quarters, amended out-of-state travel plans (Attachment C). Amendments are not to be submitted at other times, except for emergency requests.
 - b. Processing of Travel Requests
 1. Develops procedures for travel request approval which will assure action by the Board of Regents before travel commences.

2. Assures that travel requests are fully justified. Attachment D is the format for submitting details with out-of-state travel requests.
3. Approves, as delegated, out-of-state travel requests (Attachment A).
4. Submits a copy of approved requests to the Chancellor at least 30 days before BOR meeting dates, for preparation of out-of-state travel reports to the Board. (Travel shall not commence before BOR approval.) Requests not meeting this requirement shall be returned without action.
5. Recommends approval (Attachment B) and forwards requests requiring the Chancellor's approval.
6. Ascertains that travel requests not listed in annual or amended out-of-state travel plans are accompanied by full explanations. Only emergency or fully justified unanticipated requests will be honored. While emergency or unusual circumstances will sometimes make it impossible to have timely processing, the cases should definitely be exceptions rather than the rule.

E. Revisions:

1. CCCM #2021, October 25, 1979 revision.
2. Chancellor's Memo of October 25, 1979.

Dewey H. Kim
Chancellor for Community Colleges

Attachments

MEMORANDUM

TO : Chancellor for Community Colleges

FROM : (Traveler)

SUBJECT : OUT-OF-STATE TRAVEL

DURATION OF ABSENCE : (Include vacation time, if any)

PURPOSE OF TRIP:

ITINERARY: (All Dates and Places must be accounted for separately)

JUSTIFICATION:

SOURCE OF FUNDING:

NOTES: The purpose, itinerary and justification sections must contain the name of the meeting, conference, workshop or seminar, or a reference to the task to be performed as well as the date(s) and places(s) involved. The justification section should contain the following information:

- (1) How the trip relates to the traveler's official duties and functions.
- (2) How the trip will benefit the program, the University or the State.
- (3) How non-attendance will affect the program.
- (4) If two or more people are attending the same event, justification for the multiple attendance.

If extramural funding, the justification should contain a statement which relates the trip to the requirements of the contract/grant, and also a statement that the trip has been properly authorized in the contract/grant or has been specifically authorized in writing by the granting agency.

For instructional personnel, a statement of class arrangement/coverage or make-up time arrangement after school year end should be stated.

ANNUAL OUT-OF-STATE TRAVEL PLAN

Fiscal Year _____

CAMPUS: _____

PROGRAM I.D. NO.: _____

Dates of Travel	Destination	Purpose	Name & Title of Traveller	Total Estimate Cost	Justification for Travel
<p>Level V Program List Chronologically</p> <p>The travel plan must include all funds. Please be as specific as possible and include traveler's name and title. The estimated cost should be reflected in all travel as well as the means of financing. The justification should be specific as well as cite the benefits to the University. Also, for any multiple travel requests, you should justify the need for two or more travelers attending the same meeting/ conference/ workshop/ functions.</p>	<p>List Official Destination</p>	<p>Reason for Trip</p>			