Travel/Conference Workflow

This flow chart illustrates the work flow for Conference Preapproval Request and Statement of Conference Reimbursement process. Forms **MUST** be submitted at least ***30 days in advance*** for preapproval **OR** ***60 days in advance*** ***for Professional Development, Out-of-Country travel and exceeding $5K per fiscal year travel*** limit to allow sufficient time to route for approval through the Administrative, Vice President of Instruction/Vice President of Student Services, President and Chancellor's office. Late submission could result in rejection of request

**This chart reads from left to right, top to bottom*

Staff submits travel/Conference Preapproval Form to **Division Office**. If applying for Classified Professional Development, include CPD application with packet.
More info: Skyline Professional Development

Division Assistant/Admin Assistant reviews travel/conference preapproval packet, ensure form is complete with supporting documents and compile to one file document. Division Assistant forward packet to **Supervisor/Manager**

- **Supervisor/Manager** reviews and approve staffs request to attend conference/workshop.
- **DA/AA** forward packet to **SkyAdminServices@smccd.edu**

- **Admins Services** reviews and forward to **CPD Committee** if applying for Professional Development.
- **Admin Services** forward to **VPI/VPSS for signatures**

- CPD is approved, **Admin Services** will forward to **VPI/VPSS for signatures**
- CPD denied, staff will be notified via email; may request for dept funding from Manager, if new fund is identified, forward to **SkyAdminServices@smccd.edu** for signatures

- **VPI/VPSS office** sign/track travel/conference and forward signed request to CBO
- **CBO** reviews and sign. Forward to President's office if exceeding $5K fiscal year limit or out of state/country travel

- **President** signs and send to **Chancellor's Office** if exceeding $5K limit/out of country
- **President** signs and send back to CBO
- **CBO** will forward to AP if advance check is requested and to DA/AA. Staff can then start planning their travel/conference

Statement of Conference

MUST submit ***within 30 days after*** conference/workshop ends. Guidelines and policy of allowable expenses can be found on Administrative Procedure 8.55.1

Staff returns from travel/conference and complete **Statement of Conference Form** along with supporting documents and forward to **Division Office**

Division Office - DA/AA reviews packet, ensure all supporting documents (receipts/agenda) are submitted, compile docs as one file and forward to Manager

Manager reviews/approves and forward to **VPI/VPSS office** for signatures

VPI/VPSS Office signs, reconcile with preapproval and forward to **SkyAdminServices@smccd.edu**

Admin Services reviews. CBO signs and forward to President if President/Chancellor's signature is required. Admin Services will forward to AP

President/Chancellor signs and send back to **CBO.**
CBO forwards to **AP**