

New District Travel Request and Reimbursement on Formstack

For travel requests and travel related reimbursements, please submit the District Travel Request on Formstack.

Please note all requests must be pre-approved.

Link to the District Travel Request Form

https://elcamino.formstack.com/workflows/district_travel_approval_faculty_staff

The form is located on the Fiscal Services website:

<https://www.elcamino.edu/departments/fiscal-services/index.aspx>

How to submit

Requestor must complete Pre-approval/Initial request.

1. Fill out the online **District Travel Request** form on Formstack.
2. Refer to board policy AP 7400 for approved and/or restricted arrangements. (linked on the form)
3. Enter **anticipated estimated expenses**
4. Upload conference brochure
5. Enter your Dean/Manager's information
6. Enter the email of Administrative Assistant or assigned support staff in your Division
 - a. This person will assist in providing the account code to be charged
7. The form will be routed to your Dean/Manager to be approved/denied.
8. Form will continue through workflow (listed below)

District Travel Workflow

1. Pre-approval/Initial request
2. Administrator Decision
3. VP Decision (if applicable)
 - a. Travel over \$1,000 and/or "out of state"
 - b. Travel that is "in person" during covid pandemic
4. Administrative Assistant – For account information
5. District Wide Conference Committee Decision (DWCC) - (if applicable)
6. DWCC Administrative Assistant – For Account information
7. Reimbursement (if applicable)
 - a. Upload receipts to complete reimbursement request (after the travel/conference)
8. Accounts Payable will process
 - a. Allow 2 weeks for processing reimbursement

For questions about the process:

For questions or suggestions on the process, please email Kristell Villacorta kvillacorta@elcamino.edu and/or Araceli Palacio-Broadhead apalacio@elcamino.edu