

## **Adobe Sign Routing Order for signatures on Travel & Conference Authorization Request**

*\*Note – all T&C Authorization Requests must have back-up documentation attached when routing for signatures (ex: conference agenda, lodging info, conference registration, transportation quotes, etc.). If documentation is missing, request will be rejected.*

### **Local or One-Day travel:**

- Employee
- Administrative Services for budget review & compliance
  - *Fund 11 (XX0) – Budget Specialist (Christy Hedstrom)*
  - *Fund 12 – Sr. Budget Analyst (Gina Tarvin)*
  - *Co-Curricular (Fund 17) – Business Office Manager (Desiree Encinas)*
- Employee's Supervisor
- Employee's VP (if direct supervisor is a Manager or Dean)

### **Overnight travel:**

- Employee
- Administrative Services for budget review
  - *Fund 11 (XX0) – Budget Specialist (Christy Hedstrom)*
  - *Fund 12 – Sr. Budget Analyst (Gina Tarvin)*
  - *Co-Curricular (Fund 17) – Business Office Manager (Desiree Encinas)*
- Employee's Supervisor
- Employee's VP (if direct supervisor is a Manager or Dean)

#### **And:**

- **VP of Administrative Services**

### **Out of State travel:**

- Employee
- Administrative Services for budget review & compliance
  - *Fund 11 (XX0) – Budget Specialist (Christy Hedstrom)*
  - *Fund 12 – Sr. Budget Analyst (Gina Tarvin)*
  - *Co-Curricular (Fund 17) – Business Office Manager (Desiree Encinas)*

- Employee's Supervisor
- Employee's VP (if direct supervisor is a Manager or Dean)
- **VP of Administrative Services**

**And:**

- **College President**
- **SCCCD Chancellor**

**Out of Country travel:**

- Employee
- Administrative Services for budget review & compliance
  - *Fund 11 (XX0) – Budget Specialist (Christy Hedstrom)*
  - *Fund 12 – Sr. Budget Analyst (Gina Tarvin)*
  - *Co-Curricular (Fund 17) – Business Office Manager (Desiree Encinas)*
- Employee's Supervisor
- Employee's VP (if direct supervisor is a Manager or Dean)
- **VP of Administrative Services**
- **College President**
- **SCCCD Chancellor**

**And:**

- **Board of Trustee Approval** (*will need to be submitted via the District Office to be added to the board agenda*)

## **Adobe Sign Routing for signatures on Travel & Conference Reimbursement Form**

### **(Upon Return from travel)**

*\*Note – signed T&C “Authorization Request” form must be included as part of the back-up documentation when routing a T&C “Reimbursement Form” for signatures.*

*If documentation is missing, request will be rejected.*

**Completed Reimbursement Form:**

- Employee signs
- Administrative Services for budget review & compliance
  - *Fund 11 (XX0) – Budget Specialist (Christy Hedstrom)*
  - *Fund 12 – Sr. Budget Analyst (Gina Tarvin)*
  - *Co-Curricular (Fund 17) – Business Office Manager (Desiree Encinas)*
- Employee's Supervisor
- Employee's VP (if supervisor is a Manager or Dean)
- VP of Administrative Services

*\*Note – final approved reimbursement request will be forwarded to Accounts Payable by Sr. Budget Analyst and staff member will be cc'd in the email.*

