



NON-EMPLOYEE TRAVEL

Travelers who are **NOT** District employees are held to the same general travel rules and regulations as employees with a few exceptions and modifications. The employee travel manual can be found on the [manuals](#) page of the Accounting Operations website.

ALL TRAVEL CLAIMS MUST BE SUBMITTED WITHIN 90 DAYS OF THE LAST DAY OF THE TRIP.

1. Non-employee travelers must have a T(2) signed and submitted prior to the trip. On the T(2), make notes to explain that the traveler is not an employee and why the District is paying the cost (i.e. part of consortium, special grant, etc.)
2. For airline tickets, a travel authorization number must be obtained and the ticket purchased through Sun Travel at least 14 days prior to the trip. Since the traveler will have a T(2), we can issue a travel authorization number. With that number, the ticket can be purchased through Sun Travel and charged to the District.
3. The District will reimburse travelers for one piece of luggage (if the airline charges for the first bag).
4. The District's contract with Avis covers liability for those authorized drivers and occupants (authorized travelers) for District related travel. If a rental vehicle is needed, the school or authorized contact will contact the District's travel office for reservations.
5. Registration can be put on a District employee's purchasing card or the traveler can pay it and be reimbursed with a proper receipt.
6. Meals and mileage will be reimbursed based on the same rate and process as for employees.
7. All other expenses (hotel, parking, gas for rental car, etc.) will be reimbursed with proper original receipts the same as District employees.
8. Questions should be directed to the Travel Specialist at (850) 469-6191.