



NORCO
COLLEGE

Out of State Travel Procedure

Effective immediately, an **additional step to the process has been added**: the College President must now obtain **pre-approval from the Chancellor with justification for the travel cost** before the request can be placed on the Board agenda. This step requires **additional lead time**, so we are adjusting the internal submission deadline accordingly.

To ensure sufficient time for review and approval, **all out-of-state travel requests must be submitted at least 5 business days prior to the Tuesday deadline** for the upcoming Board meeting.

Per [Administrative Policy 5900](#), "Requests for travel outside of the State of California, AND beyond 500 miles from the primary work site, including out-of-country travel, require that a travel request be completed and approved by an appropriate administrator and by the Board of Trustees before the travel event takes place."

Revised Step-by-Step Process:

1. **Requester Submits Travel Request**
 - Submit all travel details and justification for the cost in writing to your **Area Vice President**, with a **cc to Denise Terrazas**.
 - Include: destination, purpose, dates of travel, estimated costs, funding source, and justification for out-of-state travel using the format detailed below.
2. **VP Review**
 - The Vice President reviews the request for accuracy, completeness, and alignment with college priorities.
3. **President Review & Chancellor Approval**
 - The VP forwards the request to the **College President**.
 - The President will review and submit the request with justification to the **Chancellor for approval**.
4. **Board Agenda Placement**
 - Once Chancellor approval is secured, the **President's Office will place the item on the Board agenda** and confirm travel authorization with the requester.

Key Timing Reminder:

Requests must be submitted **at least 5 business days prior to the Board deadline (Tuesday before the meeting)** to allow time for review and Chancellor approval.

Important: Emails should include the following information, rationale, and a meeting agenda.

- Mr./Ms. **NAME, TITLE, DEPARTMENT**, to travel to **CITY, STATE, MONTH, DAY, YEAR** through **MONTH, DAY, YEAR**, to attend the **NAME OF EVENT**.
Estimated cost: **TOTAL AMOUNT SUBMITTED IN CONCUR**. Funding Source: **GENERAL FUND/GRANT NAME**.

Please direct questions to Denise Terrazas (Denise.Terrazas@norcocollege.edu).