



# Western Nevada College

## Student Group Travel – Step-by-Step Process

*The travel process must begin at least 30 calendar days prior to the travel date.*

### Step 1 – Complete Required Travel Documentation

- Instructor/Trip Coordinator must complete the [Group Travel Request Form](#) found on the Controller's Office webpage.
- Instructor/Trip Coordinator must collect a signed [Student Waiver Form](#) from each student participating in the trip

### Step 2 – Submit for Institutional Approval

- Instructor/Trip Coordinator must submit the completed Group Travel Request Form and all student waivers for approval to the Traveler's Supervisor.
- Once approved, the Supervisor must route the completed packet to the applicable VP/Executive for final approval.
- Wait for written approval before proceeding with Steps 3-6.

### Step 3 – Funding

- Funding should be in the proper Workday accounts prior to Step 4.
- If funding is being provided from gift/foundation funds, a request to the Foundation should be made for funds to be transferred to the proper college gift account. This will ensure that budget fails are not encountered during Step 4 of the process.
- Verify that funding is in the proper budget line. It is possible that a budget amendment will need to be made in Workday prior to Step 4 to ensure that the travel and service lines have enough funding. A common rule of thumb is that "conferences/registration fees" will need a budget in the Service line, while all other travel components will be posted to the "Travel-In State" or "Travel Out of State" travel budgets.
- Please work with your department's division assistant or the budget office for assistance with budget amendments.

### Step 4 – Workday Spend Authorization

- Once the travel request is approved, submit a Spend Authorization in Workday.
- Attach all approved travel documentation to the spend authorization.
- After the spend authorization is approved in Workday, proceed to Step 5.

### Step 5 – Book Travel

- After the Spend Authorization is approved in Workday, travel arrangements can be made.
- The Controller's Office and BTT Travel will handle different components of your trip. Reach out to the appropriate contact for each listed component:
  - Airfare – BTT Travel
  - Lodging – BTT Travel
  - Conference Registration – Departmental division assistant
  - Motor Pool/rental vehicles – Martha Michaels, Controller's Office
- The BTT Travel contact information is below:
  - BTT Travel Contact 1  
Name: Becky Rose  
Email: [brose@btttravel.com](mailto:brose@btttravel.com)  
Phone Number: (775) 324-1777
  - BTT Travel Contact 2  
Name: Jeri Jones  
Email: [jjones@btttravel.com](mailto:jjones@btttravel.com)  
Phone Number: (775) 324-1777
- Ensure all bookings comply with the college and State of Nevada travel policies.

### Step 6 – Day of Field Trip

- On the day of the field trip, the instructor/trip coordinator must have all waiver forms in hand (preferably in a binder or folder) prior to departure. This will ensure that the instructor/trip coordinator has all emergency contact information for the participants, in the event of an emergency.

### Step 7 – Post Travel

- Submit an **Expense Report** in Workday within **15 working days** of trip completion. Please remember to include the conference or meeting agenda with your expense report. This is used to calculate your per diem.
- Retain copies of all receipts and required documentation.