

Chaffey College

To: ALL FACULTY & STAFF

From: Kim Erickson, Director, Accounting and Purchasing Services

Subject: CENTRAL TRAVEL COMPANY

Chaffey College is utilizing Central Travel Company for all district travel. The process is listed below:

- Employee contacts Debbie at (909) 484-5244 and makes necessary arrangements.
- Completed travel and conference form is submitted to Accounting Services. Please be sure to note confirmation numbers on the travel request.
- Central Travel will contact Julie Kroll at (909) 652-6026 to verify if the travel is authorized /approved. **A completed travel and conference request must be in the Accounting Services office in order for travel to be approved.**
- Once the travel is approved and the ticket order is placed. The itinerary and receipt will be emailed to Julie Kroll as well as to the employee.
- Paperless travel will be utilized, but there may be some occasions in which a paper ticket is necessary. In those instances, the ticket will be delivered to the Accounting Services department.
- The service charges are as follows:
 - Tickets up to \$300 \$25.00 per ticket service fee
 - Tickets \$301 - \$500 \$30.00 per ticket service fee
 - Tickets \$501 - \$900 \$40.00 per ticket service fee
 - Tickets \$901 and up \$50.00 per ticket service fee

 - Ticket exchange fee once issued - \$25 fee

Please contact Julie Kroll at extension 6026 or myself at extension 6021, if you have any questions.