

**EMILY GRIFFITH TECHNICAL COLLEGE**  
**Business Services Office**  
**Travel Purchasing Policies**

*NOTE: As part of the Denver Public Schools, EGTC must follow all of the district's purchasing policies.*

*EGTC uses smartsheet® for all orders and travel requests! See the "Quick Reference Guide - travel Request Process using smartsheet®" for more information.*

Only travel for official college business is allowable. Travel requests should be submitted via smartsheet® at least 30 days prior to travel. If less than 30 days prior to travel, employee will need to book all expenses on their personal credit card and seek reimbursement after the travel.

**Prior to Travel**

Submit travel requests in Smartsheets. See the smartsheet® Quick Reference Guide for Travel Request Submissions for more instructions.

- The required attachments include:
  1. itinerary
  2. Conference fee
  3. two airline and two hotel quotes if you are staying somewhere other than the conference hotel.
  4. Hotel Credit Card authorization form (call the hotel to get this.)
  5. Per Diem Request. DPS pays this via direct deposit. DPS accepts Per Diem requests within 30 days of your travel. If you send it earlier, they will ask you to resend it within 30 days
  6. This can take many weeks, so plan accordingly.
    - a. NOTE Regarding Per Diem rates: The link to the Per Diem rates that DPS pays can be found on [GSA](#) website. Follow the link, then enter your travel destination and use the rate in the Meals & Incidentals (M&IE) Breakdown under M&IE Total. Per Diem rates do vary by location. Per Diem will be paid at 75% on the first and last day of travel, while days in between travel will be paid at 100%. DPS requires that the per diem is reduced if the conference and/or hotel provide any meals.

Once your request is fully approved, the purchasing agent will reach out to you to assist you with booking.

**When you complete your travel**

- Please check out of your hotel in person and request a copy of the hotel bill. Upload the final bill in smartsheet® on the attachments tab.
- If you have additional expenses (parking, mileage, shuttle, etc.), complete the DPS Employee Reimbursement Form. These reimbursements are paid by DPS via direct deposit and can take many weeks. Please note that you cannot be reimbursed for any taxes that you paid, other than hotel

- o The account code to use will be in the Dynamic View of smartsheet®.
  - Include legible receipts!
  - Per DPS, mileage reimbursement to/from the airport must be calculated to/from your work location.

**Employee reimbursements, including mileage** – with prior approval from their supervisor, employees can purchase items and seek reimbursement. In addition, if required to drive off-site for work, employees can request mileage reimbursement. Complete the DPS Employee Reimbursement Form through [Oracle](#). These reimbursements are paid by DPS via direct deposit and may take many weeks. Please note that you cannot be reimbursed for any taxes that you paid, other than hotel taxes. You can find quick reference guide on how to submit your Per Diem, Reimbursement and Mileage request in the [DPS Commons](#)

- You will need a valid account code. If the reimbursement is part of a travel request, your account code will be in the smartsheet®. In other cases, email [ap@emilygriffith.edu](mailto:ap@emilygriffith.edu)
  - Include legible receipts!
    - Per DPS, mileage reimbursement to/from the airport must be calculated to/from your work location.

**Membership fees** – EGTC does not pay individual membership dues to professional organizations. The only exception is a membership fee that provides a discount on a purchase/conference that exceeds the amount of the fee.

**Certification fees** – EGTC will pay a certification fee that is required for a position if it is not a requirement for hire.