

Process for Business Travel – 2026



Reference Forms for use:

Rental Car Request Form – myHGTC>Employee Resources> Employee Info and Forms>Travel & Field Trip> Travel> TAA Vehicle Rental Request (**SoftDocs**) OR for a manual form go to www.hgtc.edu/purchasing >Procurement Guides and Forms
Expense Form – Located in myHGTC>Employee Resources>Employee Info and Forms>Business Affair and Finance
Travel Authorization Form - Located in myHGTC>Employee Resources>Employee Info and Forms>Travel and Field Trips> TAA Travel Authorization (**SoftDocs**)

Out of State Travel requires you to be pre-approved by the President. Fill out a Travel Authorization form (TAA-Travel Authorization) and receive the approved authorized form before making any reservations.

Please be familiar with the HGTC Travel Policy 2.2.1 & 2.2.2

1. Reserve a car at least 2 weeks in advance using the Rental Car Request Form

- Rental request form – Sofdocs TAA- Vehicle Rental Request - is to be filled out and will go through the approval process to Procurement. Or fill out manual form, print, get approval signature(s) and send to kathryn.bolibruck@hgtc.edu and timothy.wall@hgtc.edu
- Procurement will order the car to be delivered in time for your trip
- You must pick up the keys and gas card from the Procurement office
- Bring the keys, gas card receipt and card back to Procurement office following your return during normal business hours
- If returning after hours, there is a drop box on the outside of Bldg. 200 west, side entrance. Return the gas card and receipt to Procurement office the following morning by 8:00am
- The car must be filled up, and the receipt must be turned in with gas card
- If you need to rent a car after flying to a city, it will be done at your own expense. Uber and taxi services is permissible. These charges may be eligible for reimbursement at the most current State guidelines rates.

2. Pay for your registration

- Ok to use your p-card for this. If you don't have a college p-card, the Procurement department can do this for you or a Purchase Order and check may be issued if accepted by the vendor

3. Hotel Reservation

- You may make your own reservation and hold it with your p-card but never pay with your p-card.
- Forward hotel reservation information to procurement (kathryn.bolibruck@hgtc.edu and timothy.wall@hgtc.edu).
- The Procurement office will make the final payment for you via the Travel p-card. The State has authorized the use of p-card payment only by the Procurement office. Other department p-cards can't be used.
- Travel request form – SoftDocs TAA-Travel Authorization - is to be filled out and it will go through the approval process to Procurement.
- You will be emailed with your confirmation information.

4. Airfare and reservations

- Air Travel – Employee should make your reservations and pay for it on the college p-card. You must supply the finance department with a fully executed signed travel authorization request with an airline confirmation invoice. Retain a copy to reconcile your P-card statement. If you don't have a college p-card, the Procurement department can do this for you.

5. Food

- If your travel does not require you to spend the night, there will be no reimbursement for food.
- If you do have to spend the night, food will be at your own expense, and you will be reimbursed at the most current State guidelines. To obtain your reimbursement, fill out an expense form, obtain signature and submit it to Accounting office.

6. The State asks us to travel as economically as possible

- If your conference is in a hotel, try to stay in the same hotel to avoid the need to travel to and from your conference.
- The State does not allow employees to tip. If a tip for service seems appropriate, please do so at your own expense.
- If more than one employee is traveling to the same destination, please try to car pool.

If you have any questions or need assistance with filling out the travel forms please contact:

Kathy Bolibruck
kathryn.bolibruck@hgtc.edu
843-349-5343

Tim Wall
timothywall@hgtc.edu
843-349-7858