

## **Payment Processing for Approved Travel**

(overnight, event attendance)

- \* Program directors will create the requisition(s) to process payments for approved travel.
- \* Program directors initiate this process after receiving the approved request form back from the Executive Director.
- \* Approval of the request form provides approval for the requisitions as long as the approved request form is attached to the requisition form.
- \* Requisition form with required documentation is submitted to [purchasing@rvcds.org](mailto:purchasing@rvcds.org) by the program director.

### **Airfare, Baggage Fees, Commercial Transportation**

1. Payment requisition (credit card) made payable to City National
2. Copy of the booking confirmation for airfare, baggage fees, commercial transportation
3. Copy of the payment receipt for airfare, baggage fees, commercial transportation
4. Copy of approved travel request form

### **Lodging**

#### *Booking lodging using agency credit card*

1. Payment requisition (credit card) made payable to City National
2. Copy of the reservation confirmation
3. Copy of approved travel request form

#### *Booking of lodging using direct bill*

1. Purchase requisition (purchase) made payable to the lodging facility
2. Copy of the reservation confirmation
3. Copy of approved travel request form

### **Registration**

#### *Payment of registration fee via check*

1. Payment requisition (check) made payable to the vendor
2. Copy of registration form, confirmation of registration, and/or invoice
3. Copy of approved travel request form

#### *Payment of registration fee via agency credit card*

1. Payment requisition (credit card) made payable to the City National
2. Copy of registration and payment confirmation
3. Copy of approved travel request form