



## **ALERT NOTICE**

### **Business Office**

**Issued: May 25, 2021    Number: 2021-43**

### **Travel Registrations for FY 2021-2022 Conference**

The Travel Office has received travel requests for conferences taking place in FY 2021-2022 (on or after 9/1/2021).

Currently, ALL in-district (except mileage) and out-of-district travel requires approvals from the division Vice President. Please continue to provide the Vice President approval memo with the documentation submitted.

Registrations for conferences taking place in FY 2021-2022 should be processed with FY 2021-2022 budget when the conference date is on or after 10/1/2021. The travel should be processed through a Purchase Order for online conferences or Chrome River Travel system for all other conferences. The early bird registrations should be processed on or after 9/1/2021.

For conferences happening on or prior to 9/30/2021 and an early bird discount is available with payment due on or prior to 8/31/2021, you may issue an online purchase requisition through Purchasing with FY 2020-2021 budget. In order to use FY 2020-2021 budget, the travel request must be submitted and approved prior to 8/31/2021 with all required documentation.

Thank you in advance for your cooperation, please feel free to contact the Travel Office X4618 or [TravelOffice@southtexascollege.edu](mailto:TravelOffice@southtexascollege.edu) should you need further information.