

Online Process for Late Submitted TER

These temporary instructions are due to NOCCCD personnel working remotely from their homes and a need to continue processing travel expense report by use of email messages. Please follow the guidelines below. (For canceled conferences/events, TER will be different; it is still pending per Kashu).

1. Fill in the TER and attach copies or photos of your receipts. Please type your home or mailing address in the “additional comments” box.
2. Forward the completed TER and attached electronic versions of your receipts to your manager for approval. The subject line of the e-mail needs to read “TER; PO number; Last name of the Employee”.
3. The manager needs to forward this TER with attachments to the campus Budget officer with their approval.
4. If you are approving on behalf of your budget officer, you need to indicate that in the e-mail. After your review, if there’s a correction that needs to be made, please clearly indicate it in the e-mail and write down the correct amount that needs to be reimbursed.
5. Forward all the documents to invoice@nocccd.edu. Please ensure the subject line reads: “TER; PO Number; Last Name of the Employee”
6. Accounts Payable will print out the TER, copies of the receipts and approvals to process the request.
7. Send the original TER & original receipts to the District; when we return to campus, AP will match receipts with the payment.

Thank you for your help in getting these reimbursements processed in a timely manner.