Travel Freeze

Fiscal Year 2026 - 2027

SEATTLE COLLEGES

North · Central · South

Travel Freeze

- Seattle Colleges has frozen all out-of-state travel funded by the operating budget to meet a 5% budget reduction for FY27.
  - *Some in-state will be affected as well*
- Travel impacted by the freeze will require advance executive approval via **Exception Request Form** prior to submitting a Travel Authorization in the expense module.
- Please verify with your budget director that travel funds are available and whether your fund type is exempt from the freeze.

What Travel is Exempt to the Freeze?

Exception Request Form NOT REQUIRED



Travel funded exclusively by self-support or revenue-backed programs that are operating at a profit including but not limited to private or federal grants (often found in **145** and **146**), auxiliary services (**570**), student activity fees (**522**), lab fees (**148**)



Representation and participation in WACTC commissions, councils, and SBCTC-sponsored meetings or professional development.



Travel explicitly required by the collective bargaining agreement.



Travel where the employee has been selected to present at a conference or workshop on a topic specific to their work for Seattle Colleges.

What travel will be impacted and require an exception form?



Out-of-state travel funded by operating budgets 001, 08A, 24J, 149, Running start and international. If you have questions reach out to your business office.

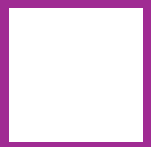


In state travel when a virtual option is not offered.

Virtual attendance is required for In-state and Out-of-state when the option is provided by event host.



More than 3 attendees from the same college going to the same non-WACTC/SBCTC event



International recruitment

Requesting an Exception Process

1. Submitter completes budget check with budget director prior to submission
2. Exception Request submitted in MS Forms
3. CEO's EA brings form before their respective cabinet.
4. Endorsed by CEO?
    1. No: EA informs submitter of decision and rationale.
    2. Yes:
        1. EA updates excel sheet in MS Forms to reflect approval.
        2. EA inform requestor of approval.
        3. Submitter completes ctcLink process.
        4. Submitter includes approval email from EA as supporting documentation in ctcLink.

Travel Resources

- Virtual Travel & Reimbursement Drop-in Sessions
  - Tuesdays & Thursdays 2 – 3 pm
  - https://zoom.us/j/96697246956

- Help Desk Ticket
  - Under ‘Business Office’, select Travel & Reimbursement support

