

TRAVEL AUTHORIZATION

Complete each time you will be traveling for College business outside of the District or the 7-county Indiana service area.

INSTRUCTIONS

Please read Board Policy 6020 "Reimbursement for Travel and Food/Beverage Expenses" carefully prior to completing the Travel Authorization Form and prior to incurring any travel expenses.

- Please complete the travel authorization form with as much information as possible and attach supporting documents which support the estimated expenses (e.g. conference brochure or agenda, hotel rates, airfare rates, mileage calculations, etc.).
- Please include any information in the Notes or attach any information that will be helpful to those approving the request.
- If a pre-travel cash advancement is needed, a Request for Payment form must be received by the Business Office 7 days prior to travel (when possible). Within 10 days upon return to campus, a second Request for Payment form must be submitted WITH RECEIPTS ATTACHED. Any unused cash should be immediately turned in to the Cashier. The employee will receive a receipt to include with the Request for Payment Form. The approved travel authorization should also be included.
- Once approved, lodging, registration, airfare, etc. should be arranged in advance wherever possible through standard purchasing procedures. This will decrease the amount of personal funds the employee would need to expend during travel.
- To obtain reimbursement for expenses incurred personally on behalf of the College while traveling, within 10 days upon your return to campus, a Request for Payment form must be completed WITH RECEIPTS ATTACHED.
- A copy of the approved authorization must be attached to any Request for Payment form or Purchase Requisition submitted for travel expenses related to College business.
- A copy of the approved travel authorization must be retained by the Department.

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Name _____ Department _____

DESCRIPTION OF TRAVEL

I request permission for the following College travel:

To: _____

For: _____

Date(s) of meeting/conference: _____

Date(s) of travel: _____

*Attach supporting
documentation (see below)

Number of lodging nights: _____

PURPOSE OF TRAVEL

- This is College business travel.
- This is a professional development/training activity.
- I am delivering a state/national presentation. Title of presentation: _____

EXPENSES

Funding source: _____

Method of travel: _____

Total estimated cost of travel and attendance:	Registration	\$	_____
	Meals	\$	_____
	Lodging	\$	_____
	Travel	\$	_____
	Other	\$	_____
	TOTAL	\$	_____

*Attach supporting
documentation (see below)

*Examples of supporting documentation include meeting notification, conference brochure, agenda, hotel rate, airfare rate, mileage calculations, etc.

NOTES: _____

Employee _____ Date _____

By signing this Travel Authorization I agree that I have read and understand Board Policy 6020 "Reimbursement for Travel and Food/Beverage Expenses".

APPROVAL

Supervisor 1 _____ Date _____

Supervisor 2 _____ Date _____

Chief Financial Officer _____ Date _____