

GREENFIELD COMMUNITY COLLEGE

Travel Authorization

Date:

Check: Out-of-state Overnight In-state

Name of traveler(s):

Destination:

Purpose of trip:

Date(s) of trip:

Means of Transportation:

Approval to Travel

(Dean, president if out of state): _____ Date: _____

List ALL estimated expenses (e.g., mileage, airfare, meals, registration, hotel, etc.)

<u>Description</u>	<u>Account(s) Charged</u>	<u>Amount</u>
		\$
		\$
		\$
		\$
		\$
		\$

TOTAL: _____

Approval of charges (budget authority): _____ Date: _____

TRAVEL ADVANCE VOUCHER

This advance is only a loan and must be accounted for on a travel voucher.

Amount requested: \$ _____

(Amount should include meals, tolls, taxis, incidentals, hotel, etc.)

I have received the above requested amount and understand a travel expense voucher must be completed upon return (and extra cash totaling amount initially received).

Signature of Traveler: _____

The following materials must be attached to the Travel Expense Voucher upon return (if applicable): all receipts, including airline stubs, hotel, meals, ground transportation. Claiming mileage? You need beginning and ending odometer readings.

Copy Distribution: Signed original to Business Office; copies to traveler and Group/Department Office

Updated 4/2012