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.)

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<tr>
<th>Description</th>
<th>Account(s) Charged</th>
<th>Amount</th>
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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