

TRAVEL AUTHORIZATION FORM

DISTRIBUTION: O/EMPLOYEE C/ADMINISTRATOR C/SUPERVISOR C/ACCOUNTS PAYABLE

This form must be completed **at least one week prior to traveling** and requires the signature and date of approval of your immediate supervisor/administrator. Please attach any applicable documentation to your authorization in accordance with the PRCC Travel Policy, including receipts of prior trip expenses, conference agendas, registration invoices, etc. Advance funds can only be requested for out-of-state travel or in-state travel involving students.

After approval, your supervisor/administrator will complete the route process. The original form will be returned to you to attach to the back of your reimbursement voucher.

To request reimbursement for expenses resulting from this request, this original form must be attached to the back of a completed, approved reimbursement voucher along with any other application documentation in accordance with the PRCC travel policy. The reimbursement voucher must then be routed for approval in the same manner as this form. A completed reimbursement voucher must be completed within 10 days of the end of the month in which travel was completed.

Employee Name

Budget/Department

Requesting Travel to

For the Purpose of

Departing Date

Time

Returning Date

Time

Need a College Vehicle? Yes No Attach a list of all anticipated passengers including students/staff

Note: You must use Trip Direct in Riverguide to reserve a PRCC Vehicle.

Additional information about travel request:

Expenses:	Estimated Cost:	Indicate if each expense is to be: <small>Reimbursed, Advanced, Invoiced, Charged to institutional credit card</small>
Airfare		
Auto Mileage	at	
Lodging	days at	
Meals	days at	
Registration		
Other Expenses:		

Total

Approved by:

Supervisor _____ **Date**

Administrator _____ **Date**

Vice President (Required for out-of -state travel) _____ **Date**