

## Travel Request Authorization Form 17-261a

(note: all dates are in mm/dd/yyyy formats)

**Current Mileage Rate/IRS**

Name \_\_\_\_\_ Phone Ext. \_\_\_\_\_ Today's Date \_\_\_\_\_  
 Check One That Applies:      Non-faculty                      Faculty                      Student/Other  
 Department \_\_\_\_\_ Account Code \_\_\_\_\_ Object Code \_\_\_\_\_  
 Destination \_\_\_\_\_ Departure Date \_\_\_\_\_ Return Date \_\_\_\_\_  
 Purpose of Trip:              a. College Business              b. Conference, Workshop, Seminar              c. Other  
 Description \_\_\_\_\_  
 Other Employees Attending?    No    Yes    If Yes, How Many? \_\_\_\_\_ Estimate Roundtrip Mileage \_\_\_\_\_

Air vs Ground Travel: If appropriate, please provide both estimated expenses if traveling by ground and estimated expenses if traveling by air for comparison purposes. Reimbursement will be made at the lesser rate of travel as stated in North Central State College Travel Reimbursement Policy.

**Estimated College Paid Expenses (You wish the College to purchase in advance)**

Registration Fees (attach completed registration form and mailing instruction) \_\_\_\_\_  
 Airfare (specify) \_\_\_\_\_  
 Rental Car (total estimated amount - can you use College fleet car?) Pickup date \_\_\_\_\_ return date \_\_\_\_\_

**Total Estimated College Paid Expenses**  

**Details of Estimated Reimbursable Expenses (You plan to pay and then be reimbursed)**

**Estimated Costs**

**Reimbursable Expenses**

**Method of Transportation**

College Fleet Car Reserved (1<sup>st</sup> option - [www.ncstatecollege.edu/facilities](http://www.ncstatecollege.edu/facilities))  
 Rental Car Total Estimate (if applicable – check if you qualify for the College fleet car first) \_\_\_\_\_  
 Personal Car              Mileage \_\_\_\_\_ (Miles @ Current Mileage Rate) \_\_\_\_\_  
 Airfare (Frequent Flyer miles may not be earned for this trip) \_\_\_\_\_

**Lodging**    Number of Night(s) \_\_\_\_\_ @ Room Rate/Night \_\_\_\_\_

*If Conference, workshop, or seminar, please attach related brochure documenting hotel rates to your request*

**Registration Fees** (please plan accordingly to take advantage of any "Early Bird" registration discount) \_\_\_\_\_

Meals (specify) \_\_\_\_\_

Parking/Toll/Taxi/Shuttle Fare (specify) \_\_\_\_\_

Other (describe) \_\_\_\_\_

**Total Estimated Reimbursable Expenses**  

**Grand Total Estimated Travel Expenses**  

Please attach the conference program and completed registration form. Sign and forward this travel request to your supervisor for approval. For faculty, if the event falls on a scheduled teaching day, also submit a Request for Leave Form with this request and tentative plans to cover your classes. PLEASE REMEMBER ALL TRAVEL MUST BE PREAPPROVED.

**Group Travel Only - Advance Requested?**      Yes    No              Amount \_\_\_\_\_      Date Needed \_\_\_\_\_

**Business Office Use Only:**      Advance Account No.: \_\_\_\_\_      Advanced Amount \_\_\_\_\_

**APPROVAL SIGNATURES**

Traveler \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Division VP \_\_\_\_\_ Date \_\_\_\_\_

VP Business & Administrative Services \_\_\_\_\_ Date \_\_\_\_\_

**Receipts (including detailed lodging receipt, meal receipts and flight itinerary) must be provided when reimbursement request is submitted (Form 17-261c). A brochure or material must be provided for the conference, workshop or seminar that details the expenses covered (e.g., registration fees, books, tapes and meals). Note: Please make sure the approved form is sent to the Business Office at least 21 days prior to the registration due date. Please return a copy of this approved form with any reimbursement request within 30 business days after your return.**

**TREASURER'S CERTIFICATE:** It is hereby certified that both at the time of the making of this contract or order and at the date of the execution of this certificate, the amount required to pay this contract or order has been appropriated for the purpose of this contract or order and is in the treasury or in the process of collection to the credit of the appropriated fund, free from any previous encumbrance.