



**Travel Authorization Form – (Check Here)  Advance Request OR  Actual**

<b>Employee:</b>		<b>Today's Date:</b>	
<b>Jenzabar Acct. Code (Required):</b>		<b>Dates of Travel:</b>	
<b>Destination/Purpose:</b>		<b>Additional persons included in the expenses listed below:</b>	
Expenses	Detail/Comments	Amount	Check here if on PSC VISA
<b>Conference Fees</b>			<input type="checkbox"/>
<b>Hotel Expenses:</b>			<input type="checkbox"/>
Hotel			<input type="checkbox"/>
Hotel Misc.	(i.e. Parking, Internet)		<input type="checkbox"/>
<b>Meals @ \$40 Per Diem</b>	Per diem should be adjusted for timing of departure – \$10 Breakfast, \$10 Lunch, \$20 Dinner. (i.e. departing at noon, per diem will be \$20)		
<b>Transportation:</b>			
Air			<input type="checkbox"/>
Luggage Check Fees			<input type="checkbox"/>
Taxi/Shuttle			<input type="checkbox"/>
Airport parking			<input type="checkbox"/>
Car rental			<input type="checkbox"/>
Gas	For Rental Car/PSC Vehicles ONLY		<input type="checkbox"/>
Mileage (see below)			<input type="checkbox"/>
<b>Other</b>	(i.e. Postage, Fax, and Misc. Supplies)		<input type="checkbox"/>
<b>TOTAL</b>			
<b>Less Cash Advance</b>			
<b>Less Amounts on PSC VISA</b>			
<b>Amount Due College</b>			
<b>Amount Due Employee</b>			
<b>Detail of Mileage for Travel by privately owned vehicle ONLY</b>			
Date	To	From	Miles Driven
<b>Subtotal</b>			
<b>Rate per mile</b>			.50
<b>Total for Mileage</b>			
<b>Check here for the Business Office to mail check, otherwise check will be held for pick-up. <input type="checkbox"/></b>			
<b>Requested by:</b>			<b>Date:</b>
<b>Supervisor (if applicable):</b>			<b>Date:</b>
<b>Cabinet Member: _____</b>			<b>Date:</b>
<b>FOR OFFICE OF BUSINESS OFFICE USE ONLY</b>			
<b>Date Received:</b>			
<b>Budget Available? <input type="checkbox"/> YES <input type="checkbox"/> NO Comments:</b>			
<b>Grants Accountant review of Grants/Agency Disbursements:</b>			
<b>Verified/Accounts Payable:</b>		<b>Controller:</b>	

Form must be received in the Business Office at least 10 days before the trip. Return any required supporting documents (ORIGINAL receipts, hotel itineraries, etc.) within 10 working days of your travel completion date. (Rev. 11/11)