

## Out of State Travel Authorization Instructions

Pre-approval for out of state travel is a new policy for the College. In order to be eligible for reimbursement for Out of State travel expenses, a Travel Authorization Request must be approved by the Department Chairpersons, and the President or VP for Administration & Finance.

- Please fill out the form with estimated costs of each applicable category
- Attach any brochure, agendas or other literature you may have
- List any previous out of state travel for the fiscal year (attach to form if necessary)
- List any anticipated out of state travel for the remainder of the fiscal year (attach to form if necessary)
- If an advance for out of state travel is being requested, please mark it accordingly not to exceed \$1,000
- Submit the out of state travel authorization form to your superior at least 10-14 days prior to departure