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| SOUTHWEST TENNESSEE COMMUNITY COLLEGE |

SINGLE-TRIP TRAVEL AUTHORIZATION

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name (**Please Print or Type**): |       | Date: |       |
| Department/Division: |       |
| Campus: |  |
|  |

**The above person is authorized to travel:**

[ ]  Official College business [ ]  Meeting or conference

 in pursuit of the College’s educational objectives of a professional nature

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| --- | --- |
| Destination: |       |
| Purpose: |       |
| Effective Travel Dates: From |       | To |       |
| Method of Travel: |  |  |  |

[ ]  State-owned Vehicle\* [ ]  Personal Vehicle [ ]  Commercial Transportation

Estimated Expenses:

|  |  |  |
| --- | --- | --- |
| Commercial Transportation (Air [ ] ) |  = $ | 0.00 |
| Auto mileage |  | 0 | miles @ $ | 0.47 | per = $ | 0.00 |
| Hotel (Convention/State Rate [ ] ) |      | days @ $ |       | Per = $ | 0.00 |
| Meals & Incidentals @ 100% |    | days @ $ |       | Per = $ | 0.00 |
| Meals & Incidentals @ 75% |    | days @ $ |       | Per = $ | 0.00 |
| Other (specify) |       | = $ |       |
| TOTAL $ | 0.00 |

|  |  |  |  |
| --- | --- | --- | --- |
| Institution Index Code: |       | Account Code: |       |
|  Grant Index Code: |       | Account Code: |       |
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[x]  Please prepay registration fee (attach copy of conference brochure, registration form and payment request form)

[ ]  I am being asked to travel on behalf of SWTCC.  The advanced cash outlay required for this trip places a financial burden on me.  For that reason, I am requesting a travel advance.  I understand if I do not make the trip, those proceeds must be returned to SWTCC immediately.  I further understand money advanced will be deducted from the amount due to me as a result of this trip.   Travel Advance Requested $

[ ]  I agree to submit a “Claim for Expenses” form within 30 days after travel completion

***For A/P Staff:***

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| --- | --- | --- | --- |
| Travel Authorization #: |  |  |  |
|  | Employee Signature |
| **Approvals:** |
|  |  |  |
| Director/Immediate Supervisor |  | Other |
|  |  |  |
| Dean/Vice President |  | President (Required for out-of-state travel) |

**ORIG-AP COPY-REQUESTER COPY-PHYSICAL PLANT (\* IF STATE OWNED VEHICLE IS USED)**