

# Sandhills Community College

## Travel Authorization and Travel Advance Request Checklist

In order to save time in completing this form and processing your travel request, the following “checklist” was developed. If you have questions when completing your “Travel Authorization and Travel Advance Request Form,” please call ext. 3717. Submit “Travel Authorization” for each trip, even when there are no funds requested. Receipts and a copy of Travel Authorization and Travel Advance Request must be attached. Books and individual membership fees must be reimbursed by submitting a memorandum with receipts attached to your immediate supervisor and appropriate vice president.

### Complete the following items:

- Date of Request:** (date you complete the form)
- Nature of Request:** (check either in-state and/or out-of-state)
- Traveler:** (name of person traveling)
- Dept.,** (the department in which you work), ex. “Business”
- Source of Funds:** (unit no., ex. 38800)
- Destination:** (city and state)
- Purpose:** (workshop, class, etc.)
- Date of Meetings, etc.:** (beginning date and ending date), ex. “02/13/2011 to 02/15/2011”
- Title of Program:** (name of class, workshop, etc.)
- Date Leaving and Time:** (date and time leaving, including a.m. or p.m.)
- Date Returning and Time:** (date and time returning, including a.m. or p.m.)
- Other Employees Traveling:** (list any other employee traveling with you)
- Mode of Transportation:** (check applicable box)

### Estimated Expenses: Lodging, Meals, and Transportation costs are based on State rates.

- Lodging:** (list no. of days and enter amount per day, including taxes, and total amount for lodging. If advance is requested, complete last column, “Advance.” In-state Lodging: \$63.90 per day; Out-of-State Lodging: \$75.60 per day)
- Meals:** (list no. of days and enter amount per day, and total amount of meals. If advance is requested, complete last column, “Advance.” In-State Meals: Breakfast: \$8.00; Lunch, \$10.45; Dinner, \$17.90; Lodging, \$63.90. Out-of-State: Breakfast: \$8.00; Lunch, \$10.45; Dinner, \$20.30; Lodging, \$75.60.
- Transportation:** (when driving private vehicle, calculate total number of miles driven and multiply that number by the state rate of 55.5 cents, and enter total amount for travel. If advance is requested, complete last column, “Advance.”)
- Other Expenses:** (If you do not want the registration fees, airline tickets, etc. to be paid in advance, enter those estimated expenses in this area.)
- Signatures – faculty:** (traveler; department chair; Ron Layne; Dr. Turner) (all sign and date)
- Signatures – staff:** (traveler; supervisor, appropriate vice president) (all sign and date)



