

Sandhills Community College

Tuition, Registration Fees, and Airline Ticket Advance Request Checklist

In order to save time in completing this form and payment of tuition, fees, etc., the following “checklist” was developed. If you have questions when completing your “Tuition, Registration Fees, and Airline Ticket Advance Request Form,” please call ext. 3717. Submit this request along with your Travel Authorization no later than two weeks prior to travel or deadline for receipt of tuition, registration, etc.

Upon return from travel, the receipt for this advance must be sent to the Business Office to be filed as backup with the copy of the original check.

Complete the following items:

- Date of Request:** (date you are completing form)
- Traveler’s Name:** (your name)
- Dept.,** (the department in which you work), ex. “Business”
- Source of Funds:** (this is the unit no., ex. 38800)
- Destination:** (where are you going)
- Purpose:** (conference, workshop, class, etc.)
- Date of Travel:** (beginning date of travel), ex. “02/13/2008”
- Date Tuition and/or Registration is Due:** (allow at least two weeks; checks are written weekly)
- Other Employees Involved:** (list any other employee traveling with you)
- This Request is For:** (check applicable box), ex. Registration. **Use separate form for each request.**
- Amount Required:** (list amount to be paid) (attached brochure or other documentation for request)

The middle section of this form is extremely important and all areas must be complete to avoid delay in payment.

- To Whom Should the Check be Paid:** (name of business, NOT SCC EMPLOYEE), ex. Travel Agency (such items as lodging, rental car, airline, etc.)
- Company’s Federal ID No.:** (company’s Federal ID No.) (Required for vendor setup – AAA and Travel Center are already setup as vendors)
- Company’s Address for Payment:** (address where check should be mailed)
- Signatures – faculty:** (traveler; department chair; Ron Layne; Dr. Turner) (all sign and date)
- Signatures – staff:** (traveler; supervisor, appropriate vice president) (all sign and date)

Sandhills Community College

Tuition, Registration Fees, Airline Ticket, Car Rental Advance Request and/or Travel Agency Information

Date of Request: _____ Nature of Request: Out-of-state travel In-state travel

Traveler: _____ Employee Student Other

Department: _____ Source of Funds: _____

Destination: _____ Purpose: _____

Date of Travel: _____ Date Tuition and Registration is Due: _____

Other Employees Involved in this travel: _

This request is for: Tuition Registration Fees Airline Ticket Lodging Car Rental

What amount is required: \$ _____ (attach supporting documentation)

	<u>Tuition & Registration Fee Information for Company or Business</u>	<u>Travel Agency Information</u>	<u>Car Rental</u>
To whom should check be payable? (company or business name)			
What is their Federal ID No.?			
Where should check be mailed? (Include complete address)			

***** This form MUST be submitted with your "Travel Authorization Form" *****

<p>Advance Requested by:</p> <p>_____ (Traveler) _____ (Date)</p> <p>Travel Recommended by:</p> <p>_____ (Department Chair / Supervisor) _____ (Date)</p> <p>_____ (Dean) _____ (Date)</p> <p>_____ (Vice President/President) _____ (Date)</p>	<p style="text-align: center;">Action by Faculty Development Committee FACULTY ONLY</p> <p>Approved for no more than \$ _____ from _____ funds.</p> <p>Not able to fund because _____</p> <p>_____ (FDC Chairperson Signature)</p> <p>_____ (Date)</p>
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FOR SCC BUSINESS OFFICE USE ONLY

Advance of Funds: Amount \$ _____ Account # _____

Amount \$ _____ Account # _____