



Out-of-State / Out-of Country Travel Request and Authorization

To be completed for employees / non-employees
(Except for non-employees with travel included on a Personal Service Contract)

Forward to College Supervisor / President at Least 10 Days Prior to Departure	
1. TRAVELER: 3. EMPLOYEE: <input type="checkbox"/> YES <input type="checkbox"/> NO 5. DESTINATION:	2. DEPARTMENT: 4. ORG CODE: 6. COMMODITY CODE:
7. ESTIMATED EXPENDITURES: Transportation: \$ - _____ Meals: _____ _____ Lodging: \$ - _____ Registration Fee: _____ _____ Incidental Expenses: _____ _____ Total: \$ - =====	8. MODE OF TRAVEL: <input type="checkbox"/> State Auto <input type="checkbox"/> Private Auto <input checked="" type="checkbox"/> Commercial Plane <input type="checkbox"/> State Plane <input type="checkbox"/> Train <input type="checkbox"/> Bus <input type="checkbox"/> Other
9. TIME AND DATE OF DEPARTURE:	10. TIME AND DATE OF RETURN:
11. NAME OF MEETING / CONFERENCE:	
12. PURPOSE AND JUSTIFICATION OF TRAVEL:	
13. SIGNATURE OF REQUESTING TRAVELER:	14. DATE:
15. COLLEGE SUPERVISOR'S APPROVAL SIGNATURE:	16. DATE:
17. COLLEGE PRESIDENT'S APPROVAL (N/A IF PRESIDENT IS THE TRAVELER)	
	18. DATE:
19. REMARKS:	
20. CCCS APPROVAL SIGNATURE:	21. DATE:
22. APPROVED? <input type="checkbox"/> YES <input type="checkbox"/> NO	