

**PARIS JUNIOR COLLEGE
TRAVEL AUTHORIZATION FORM**

All travel must be in compliance with the College's travel policy.

The Travel Authorization Form is used to plan and authorize travel and to verify that funds are available.

Instructions:

- Complete and submit your Authorization Form at least 2 weeks prior to travel.
- Within fourteen business days of completion of travel if you received a travel advance for student travel and within thirty days for individual travel, submit an approved Expense Report Form with supporting documentation to the Business Office for review/processing.

TRAVELER CONTACT INFORMATION

Name: _____

Department: _____

Email: _____ Home/Cell Phone: _____

Home address: _____

Campus phone: _____

TRIP INFORMATION

Date of Departure (mm/dd/yyyy): _____

Date of Return (mm/dd/yyyy): _____

Destinations (Include city, state): _____

Trip purpose: _____

Number of travelers (indicate number of each): Faculty _____ Staff _____ Students _____

FUNDING SOURCES AND AMOUNTS

Check here if trip **does not** require PJC funds: _____

Funding Requested: \$ _____

Account number(s): _____

External funding sources and amounts: _____

ANTICIPATED EXPENSES (Itemized receipts will be required for all expenses except meals when per diem is taken.)

Registration: \$ _____

Airfare: \$ _____

Lodging: \$ _____ per night for _____ nights = \$ _____

(indicate tax exempt status when making reservations)

Meals: \$ _____

College vehicle: \$ _____

Personal vehicle – estimated mileage (miles x \$0.40): \$ _____

Ground Transportation (Bus, Taxi, Shuttle, Train, etc.): \$ _____

Other Costs (describe): \$ _____

TOTAL: \$ _____

CASH ADVANCE REQUEST (If advance requested, attach Travel Advance Cash Requisition.)

Amount Requested (Limited to student group travel): \$ _____

☐ I acknowledge that in order to comply with IRS regulations, I will reconcile my College travel expenses on an Expense Report Form within 30 days of completion of travel or 14 days when an advance is received. College related travel expenses incurred using personal funds will be ineligible for reimbursement after 30 days.

Approved By: _____
Division Chair/Director Date

Vice President/President Date

Attach signed Authorization Form to Travel Expense Report Form.