



## OUT OF STATE TRAVEL/SPECIAL EXPENSE APPROVAL/AUTHORIZATION

Name of employee(s) & or student(s) taking trip or incurring special expenses (attach list of attendees/invitees):			
Purpose of travel or event (attach copy of agenda if applicable):			
Destination/location:		Dates of travel:	
Cost Center:	Mode of Travel: ("X" all that apply:                      Air                      Private Automobile                      Other		
<b>Special Expenses</b> Approval is requested for the following ("X" all that apply):			
_____ Meal which exceed maximum allowed per bargaining agreement			
_____ Meals within work area			
_____ Meal and/or refreshments (coffee, tea, or soft drinks) for group at meeting or conference			
_____ Conference and registration fee in excess of \$500			
_____ Lodging within work area			
_____ Other special expense (specify description, quantity, unit cost, total)			
<b>ITEMIZATION OF COSTS</b>			
<u>Description</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Total</u>
TOTAL ESTIMATED COST			= \$ _____

**Out of State Travel**

AIRFARE:	\$ _____	x _____			= \$ _____
	Round trip per person	Number of people			
LODGING:	\$ _____	x _____	x _____		= \$ _____
	Per night per person	# of nights	# of people		
MEALS:	\$ _____	x _____	x _____		= \$ _____
	Per day per person	# of days	# of people		
REGISTRATION FEE:	\$ _____	x _____			= \$ _____
	Per person	Number of people			
OTHER (specify)	\$ _____				= \$ _____
TOTAL ESTIMATED COST					= \$ _____

Justification: Explain in detail why trip/special expense is in the best interest of the college:

Requestor Signature	Print Name	Date
Supervisor Signature		Date
Vice President Signature		Date
President Signature	Approved for an amount not to exceed \$ _____	Not approved