

**AUTHORIZATION FOR PRCC TRAVEL,
ADVANCE FUNDS, OR TRANSPORTATION**

**AUTHORIZATION
ADVANCE FUNDS
TRANSPORTATION**

DISTRIBUTION:

O/EMPLOYEE C/ADMINISTRATOR C/SUPERVISOR C/ACCOUNTS PAYABLE C/TRANSPORTATION

For office use only:

Date Received: Supervisor _____ Administrator _____ President _____

This form requires the signature and date of approval of your immediate supervisor/administrator. Indicate applicable request(s) in the upper right corner (Authorization, Advance Funds, and/or Transportation).

After approval, your supervisor/administrator will complete the route process. **If you need advance funds*, a copy of this request will be forwarded to Accounts Payable. If you need transportation*, a copy of this request will be forwarded to the President's Office. The original form will be returned to you to attach to the back of your reimbursement voucher. *A one-week notice must be given when requesting transportation and/or advance funds. All out-of-state travel requests must be submitted to the President's Office for final approval.**

To request reimbursement for expenses resulting from this request, **this original form** must be attached to the back of a completed, approved reimbursement voucher. (The reimbursement voucher must then be routed for approval in the same manner as this form.)

Employee Name	Department
Requesting Travel to	
For the Purpose of	
Departing (date)	(time)
Returning (date)	(time)
Need a College Vehicle? Yes No	Need a Driver Supplied by the College? Yes No
Number of Passengers: *Staff:	*Students: Others:
	*Attach a list of ALL anticipated passengers.

Estimated Expenses:

Airfare	
Auto Mileage	@ 50c
Lodging	days @
Meals	days @
Registration	
Other Fees, Miscellaneous	

TOTAL ESTIMATED EXPENSES

Approved By:

Supervisor _____ Date

Administrator _____ Date

President (required for out-of-state travel) _____ Date