Pierpont Community & Technical College’s

Travel Authorization Form Information

Guidelines to Determine When a Travel Authorization is Required

- An approved Travel Authorization Form is required for individual or group travel estimated to exceed a total of $250.
- Office of Admission’s Recruiters when traveling for RECRUITING purposes ARE NOT required to obtain an approved Travel Authorization Form. However, the Office of Admission’s Recruiters when traveling for NON-RECRUITING activities ARE required to obtain an approved Travel Authorization Form when the travel is estimated to exceed $250.
- Approved Travel Authorization Forms should be submitted at least 30 days prior to trip.

Instructions for Completing the Travel Authorization Form

1. Traveler’s Name – Enter the traveler’s name
2. Traveler Status – Check the appropriate box
3. Date of Request – Enter date of request
4. Department Name – Enter the traveler’s department name
5. Destination – Enter city and state of travel destination
6. Travel Dates – Enter the departure and return dates of travel
7. Purpose of travel – Enter the name of the conference or meeting you are attending and the purpose (justification) for travel. If additional space is needed, please provide on a separate page
8. Nature of Participation – Check the appropriate box
9. Estimated Travel Costs – Enter all estimated travel expenses in the appropriate column.
   Note: If using a state vehicle, check the box.
10. Funding Information – Enter fund and org #’s. If additional space is needed, please provide on a separate page
11. Is there an alternative to traveling? Enter appropriate response
12. Explain how you will share the information obtained? Enter appropriate response
13. List names of additional attendees – List names of others within your department that are attending the same conference/meeting. If additional space is needed, please provide on a separate page.
   - Each attendee is required to submit a separate travel authorization form.
   - If the travel involves students, the travel authorization form should reflect the total cost of the trip (for the employee and students combined).
   - The student’s names and F # should be provided on the Travel Roster Form
14. Approvals – Requires the traveler’s signature, their immediate supervisor’s signature, their appropriate VP’s signature and the CFO’s signature.
Submission of Form:

- Obtain supervisor and VP approvals. Upon receiving all approvals, forward the original (signed) form to the VP for Finance and Administration for the CFO’s signature.
- Upon approval, a copy will be returned to the traveler.
- Copy of approved form must be submitted (scanned) with all PCard charges and the travel expense account settlement form