

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