

PANOLA COLLEGE

REQUEST FOR APPROVAL OF TRAVEL

Name [] Date []

Department [] Charge Travel to Account Number []

Destination []

Date of trip: Leave [] Return []

Purpose or Event: []

ESTIMATED COSTS: (ROUND TO NEAREST \$5)

Substance - Meals & Lodging \$ []

Travel - Auto, Public Carrier, College Vehicle, Rental other \$ []

Other Travel Costs \$ []

Description: []

Total Estimated Costs \$ []

MODE OF TRAVEL:

Personal auto [] Public Carrier []

College Vehicle [] Rental / Other []

Approved by:

Person Requesting _____ email _____

Department Chair _____ email _____

Director/Dean _____ email _____

Vice President _____

President _____

Note: Business Office will scan and email form after approval process is complete.

REQUEST FOR USE OF COLLEGE / RENTAL VEHICLE

Vehicle Requested: []

Date needed []

Time []

Return date []

Time []

Number of passengers []

Approval: Business Office []

Note: Vehicles are expected to be full of gas when returned. Be sure to check out a gasoline credit card in the Business Office when the keys are picked up.

CASH ADVANCE REQUEST FOR TRIP (Minimum Request \$50)

Amount of Advance: []

Date Needed []

Approved: President _____

Date Advance Issued []

Amt. [] BY []

Requests for advance payment should be submitted to the Business Office at least 10 working days prior to departure date. A standard travel voucher with complete documentation attached must be submitted to the Business Office within 20 days of return. No additional travel advance will be issued until such travel voucher has been submitted.

*Will be reimbursed. Please see attached documentation.