

Southwestern Community College
Travel Authorization

Date Submitted			
	Out-of-State Travel Out-of-Country Travel Out-of-County Travel Reimbursement Authorization for Non-State Employee	Excess Registration Blanket Travel Authorization Request for Additional Information Excess Subsistence	In-State Excess Initial Request Revised Request Other
Traveler			
Travel To:			Source of Funds:
Mode of Transportation:	Subsistence Expenses (maximum per day)	Convention Registration (amount)	
Total Estimated Expenditures:	Beginning Date of Travel:	Ending Date of Travel:	
	\$		
Purpose of Travel and Explanatory Remarks:			

APPROVAL

Applicant	Date
Immediate Supervisor	Date
Vice President or Dean	Date
President	Date
\$	
Amount of Travel Advance Requested	Travel Advance Approved (initials of vice president)
Budget Code (s)	

Approval by the State President

Date

