



PRIOR APPROVAL REQUEST
Travel & Conference Expenses

TRIP NO. _____
(Fiscal Office)

NAME OF TRAVELER _____

ORG (DEPARTMENT) NAME _____

EXTENSION _____

BANNER ID NUMBER _____

DEPARTURE DATE/EST. TIME _____

RETURN DATE/EST. TIME _____

DESTINATION _____

EXPENSE DISTRIBUTION

***ESTIMATED EXPENSES:**

TOTAL AMOUNT	Fund-Org-Account (1)	\$	Fund-Org-Account (2)	\$
Registration/Conference Fees				
Travel - A Trip Number is Required Prior to Reserving Airfare				
Mileage (at current rate)				
Lodging - NYS Tax Exempt Form is Available in the Student Accounts Office and Online				
Per Diem				
Miscellaneous				
TOTAL		0.00		0.00

PURPOSE OF TRAVEL: _____

WILL YOU BE REQUESTING THE COLLEGE TO PAY YOUR TRANSPORTATION COSTS DIRECTLY THROUGH THE COLLEGE-DESIGNATED AGENCY?

☐ YES ☐ No

A TRIP NUMBER MUST BE OBTAINED TO RESERVE A FLIGHT WITH THE COLLEGE DESIGNATED AGENCY OR THROUGH AN OUTSIDE SOURCE. A QUOTE MUST BE SUBMITTED WITH THE PRIOR.

WILL YOU BE REQUESTING THE COLLEGE TO PRE-PAY ANY INDICATED REGISTRATION FEE? IF YES, PLEASE SEE BELOW.

☐ YES ☐ No

PLEASE COMPLETE PRE-PAY REGISTRATION INFORMATION BELOW.

ORGANIZATION: _____

ADDRESS: _____

DATE REQUIRED: _____

FISCAL OFFICE ONLY

VENDOR: _____

TRIP NO.: _____

ACCT.: _____

AMT.: \$ _____

APPROVED: _____

TRAVELER MUST ATTACH APPROPRIATE DOCUMENTATION IN SUPPORT OF PROPOSED TRIP. THE ENTIRE REQUEST MUST BE RECEIVED IN THE CONTROLLER'S OFFICE AT LEAST TWO WEEKS PRIOR TO DEPARTURE DATE. TRAVELER WILL FORFEIT PRE-PAY PRIVILEGE IF REQUEST IS NOT RECEIVED TWO WEEKS PRIOR TO THE REGISTRATION FEE DUE DATE. THE TRAVELER MUST SUBMIT THE TRAVEL CONFERENCE AND EXPENSE REPORT WITH ORIGINAL RECEIPTS WITHIN TEN DAYS OF RETURN.

TRAVELER _____ Date: _____

CHAIR, DIRECTOR, DEAN _____ Date: _____

GRANT OFFICE (IF APPLICABLE) _____ Date: _____

DEAN/VICE PRESIDENT _____ Date: _____

PRESIDENT _____ Date: _____

**FISCAL OFFICE ONLY
ENCUMBERANCES:**

Revised: 09/2011

SUBMIT THE ENTIRE FORM TO THE CONTROLLER'S OFFICE, A COPY WILL BE RETURNED TO THE TRAVELER.