

Pre-approval Travel Request with Expenses

TR#

Updated Nov. 2011

Instructions: Please complete this form and attach supporting documentation:

1. Conference announcement, airline quote, rental car quote, hotel information and completed registration forms, etc.
2. Obtain budget number(s) and budget approvals.
3. Forward to chairperson/supervisor and dean/manager for required approval signatures.
4. After approval, prepare ONLINE District Travel Form, including vouchers, and submit to Miramar College Travel Liaison in Business Office.

Please check one: Administrator		Classified	Contract Faculty	Adjunct Faculty
First Name:	Last name:	CSID #	Today's Date:	
Position Title:	Department:	Tel:	Substitute Needed?	
Conference Sponsor's Name:	City & State:	Member?	Inclusive Dates:	
Purpose of meeting and potential benefits to District:				

Expenses:
(Please give an estimate)

A voucher, found at district website must be completed for each pre-payment request.

Transportation: Car	Miles @	\$
Registration:	Prepayment Requested: Yes No	\$
Air Fare	Prepayment Requested: Yes No	\$
Lodging:	Prepayment Requested: Yes No	\$
Meals not to exceed: Breakfast....\$10.00 Lunch....\$15.00 Dinner....\$21.00		\$
Miscellaneous: Taxi, shuttle, parking, etc...		\$
Total Funds Requested:		\$

_____**Approved** _____**Not Approved**

Department Chair/Supervisor

_____**Approved** _____**Not Approved**

Dean/Manager

Signature Required: _____ **Date** _____ **Date** _____

Budget Accounts:	Approval Int./Date:	Budget Account #:	% Funded	Total\$
1. AFT (Dept. Encumbered)	/ / Chair + Staff Dev. Chair		% Funded	Total\$
2. AFT General Funds	/ / Staff Dev. Comm.		% Funded	Total\$
3. Staff Development - 1725	/ / Staff Dev. Comm.		% Funded	Total\$
4. Other Funds			% Funded	Total \$

Business Office Budget Verification: Name: _____ Date: _____ % Funded: _____ Total \$ _____