

**GADSDEN STATE
COMMUNITY COLLEGE
REQUEST FOR OUT-OF-STATE TRAVEL**

Appendix U

Please Type
Attach Program/Agenda of Event to Attend

President
Gadsden State Community College

Date of Request _____

Request is respectfully made for authorization of travel for the purpose of: (give full details, use back of this sheet if necessary)

In the city of _____ State of _____

Mode of Transportation _____
Lodging (specify hotel if known) _____
Date of Departure _____
Date of Return _____

ESTIMATED COSTS:

Transportation _____

*Request to Pre-pay Airfare? ___ Yes ___ No

Registration Fee _____

*Request to Pre-pay? ___ Yes ___ No

Room _____

Meals _____

In City Transportation:

Taxi/Car Rental _____

Total _____

Signature _____

Type or Print

APPROVED:

Department/Division Chairman

Executive Staff Member

President

Expenses Will Be Paid From:

State Funds ()

Federal Funds ()

Charge to Fund _____

*I, the undersigned employee, verify that any prepaid expenses are for travel on official State business. In the event I do not make the trip for any reason, I agree to reimburse the college for any pre-payment made on my behalf.

Employee Signature: _____

(to be signed only for pre-payment of expenses)

