

TRAVEL FORM PROCEDURE

SECTION 1: TO BE COMPLETED PRIOR TO TRIP

1. Traveler completes information on Travel Authorization Request Section 1 including organization account # (see Purchasing Contact) name, destination, Banner ID, purpose, and estimated total travel expenses.
2. Traveler or immediate supervisor completes estimated source of funding column. *
3. Proper signature(s) are obtained for the travel authorization approval section.
4. If mode of transportation is auto, College car must be requested. Mileage reimbursement available only if College car is unavailable. Notify supervisor of additional cost and revise estimated expenses if necessary. College car approver returns form to appropriate Purchasing Contact.
5. If budget transfer is required,*, budget transfer form must be completed and processed before the requisition can be encumbered. Funds for travel expense should come from the appropriate budget.
6. Travel cost center Purchasing Contact creates one requisition for each person for total approved College funds to be paid by that cost center: Please enter destination and date(s) of trip on requisition form in description field. Type requisition number on front of form Section I. Return Travel Form to traveler.
7. Approver approves requisition.
8. Traveler obtains travel advance from FSA if desired. (Use requisition number on Travel Advance Form). NOTE:
FREE PARKING IS AVAILABLE AT BROOME COUNTY REGIONAL AIRPORT IF YOU PRESENT A COPY OF THE APPROVED TRAVEL AUTHORIZATION TO THE ATTENDANT.
WHEN REGISTERING IN A HOTEL PRESENT A "TAX EXEMPTION CERTIFICATE" ST-129 AVAILABLE IN CAMPUS FORMS, MY College Finance Tab and ACCOUNTS PAYABLE.

SECTION 2: TO BE COMPLETED AFTER THE TRIP

9. After trip, traveler completes travel expense sheet (Section 2) reflecting all expenses for the trip. Attach all original receipts to completed Travel Form and give to Purchasing Contact. See Travel Expense Sheet instructions for specific guidelines.
10. Purchasing Contact completes Actual column in Source of Funding section and modifies requisition to reflect actual approved college funds, dates and destination.
11. Completed travel form with all receipts attached is forwarded to Accounts Payable.
12. Accounts Payable reviews and generates check for college funds and professional development funds (iff applicable).
13. A/P sends check to traveler. —→ Traveler reimburses FSA of an advance was received prior to travel.

* Budget transfers for grant accounts are processed only through the Sponsored Programs Office (SPO). Notify the SPO if a budget transfer is needed. Approval may be needed from the funder if the travel expenses were not included in the original, funder-approved grant budget.

SECTION 1

TRAVEL FORM

Travel Authorization Request (to be completed before travel)

Organization # _____ Account# 7455 Requisition# _____
 Name: _____ Banner ID: _____
 Destination: _____ Purpose: _____

Travel must be College business, per *Purchasing and Contract Guidelines and Procedures Handbook and Section 77b of the General Municipal Laws of the State of New York*

ESTIMATED TRAVEL EXPENSES	Date of Departure & Return	Time of Departure & Return	Transportation Cost	Hotel	Breakfast	Lunch	Dinner	Registration	Other Amount	Total

SOURCE OF FUNDING

Approved College Funds
 Professional Development Funds
 Other Sources
 TOTAL COST

Estimated	Actual *

*Fill in "Actual column" when travel is completed.
 Funding will be applied to travel expenses as follows: College funds will be applied first. Other funding as indicated above will be applied to the remaining reimbursable expenses

TRAVEL AUTHORIZATION APPROVAL

I hereby approve the travel request: Approved: Yes No

_____ Date: _____
 Cost Center Head's Signature

Additional signature required if Cost Center Head is traveler:
 Approved: Yes No

_____ Date: _____
 Dean, VP, or President as Required

For Accounts Payable Use Only

MODE OF TRANSPORTATION

College Car
 Other Riders: _____
 Other Mode: _____

Mileage reimbursement guidelines require the cost to be charged to the traveler's cost center.

COLLEGE CAR APPROVAL:

Driver's License # on file: Yes No

Car Assigned: _____

_____ Date: _____
 Signature

SECTION 2 Actual Daily Travel Expenses (to be filled in after completion of travel)

(PLEASE ATTACH ORIGINAL PAID RECEIPTS, REGISTRATION FORM, BROCHURE, PROGRAMS, ETC.)

ACTUAL DAILY TRAVEL EXPENSES

ALL Expenses Must Be Shown

Day of the Week List each day separately	Travel Dates	Time of Departure & Return	Transportation Cost	Hotel	Per Diem Breakfast	Per Diem Lunch	Per Diem Dinner	Registration	Other Amount
Mileage Reimbursement If Applicable	Miles Driven X Contracted Rate	\$Amount							
Column TOTAL									GRAND TOTAL

- Please return this form and all original paid receipts showing payment for hotels, transportation cost, boarding pass, tolls, garage fees, and registration to Accounts Payable.
- Time of departure and time of arrival is from and to Broome Community College or home.
- Free parking is available at Broome County Regional Airport. You must present a copy of the approved Travel Authorization to the attendant

I hereby certify that the foregoing claim presented against Broome Community College is just, true and correct: that the claim herein presented is justly due and that the amount claimed has not been paid or satisfied.

Traveler's Signature: _____ Date: _____