

**Authorization to Attend a Convention/Meeting**

Name of person requesting authorization:

I request authorization to attend, at College expense (Cf. Admin. Manual. #381) the following event:

Name of event:

Held at (city, state):

Date(s):

**Classes Missed:**

**Estimated Expenses:**

Conference Fees

Travel

Commercial Travel

Personal Vehicle @ .54/mile

Lodging

Meals

Miscellaneous

Total Estimated Expenses \$

*Please note: 1) All commercial arrangements must be made through the designated College office.  
2) Submit a copy of conference registration and other relevant information.*

**Cash Advance or Check Request (itemize request)**

	<u>Amount Needed / Date Needed / Account Number</u>
Conference Fee	\$
Lodging	\$
Miscellaneous	\$

Total Advance Requested \$

**Disposition of Check:**

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

(Circle One)

Approved

\_\_\_\_\_  
Program Chair Signature

\_\_\_\_\_  
Date

Not Approved

(Circle One)

Approved

\_\_\_\_\_  
VPAA Signature

\_\_\_\_\_  
Date

Not Approved

\_\_\_\_\_  
Account Number

Copy to:

Business Office

Faculty Member

Program Chair

VPAA

