

ACC-13- Request for TDA/Estimated Travel Cost:

- For the purpose of authorizing travel
- For the purpose of authorizing advance funds
- For the purpose of authorizing advance registration
- For the purpose of authorizing airline tickets
- For the purpose of authorizing a rental car

NOTE: All out- of- state travel must be approved by the President prior to forwarding to the Accounting Travel Section.



REQUEST FOR T.D.A./ESTIMATED TRAVEL COST

Name _____ Social Security # _____
 Cost Center Name _____ Cost Center # _____
 Check Mailing Address _____
 Date and location of temporary duty assignment _____

Specific purpose of travel and/or nature of business and destination: (See Policy & Procedure (A) 6Hx2-6.21)

FOR FACULTY: (List Classes and/or other activity requiring paid substitutes)

Classes/Other(s)	Class Time(s)	Date(s)	Name of Substitute(s)

ESTIMATED TOTAL TRAVEL COSTS;	AMOUNT REQUESTED
TYPE	
Per Diem (\$80 per day)	\$ _____
Hotel (if not claiming per diem)	_____
Meals (if not claiming per diem)	_____
Mileage (Personal Auto@\$0.445 cents per mile)	_____
Taxi, limousine or bus	_____
Registration Fee: (attach completed application)	
• College paid	_____
• Employee paid	_____
Airline Tickets (Auth. # _____)	_____
Rental Car	_____
Other Costs (identify)	_____
TOTAL ESTIMATED COST	
Request Advanced Funds by _____ (DATE)	\$ _____ (AMOUNT)***

SIGNATURES

 REQUESTER DATE

APPROVAL ROUTING:

 DEPARTMENT HEAD OR DIRECTOR* DATE

 DEAN DATE

 PROVOST/EXEC. DIRECTOR
 VICE PRESIDENT/PRESIDENT** DATE

* I certify that to the best of my knowledge this travel is official College business.
 ** Out of state travel requires approval of the President.
 *** Limited to 90% of personal cash outlay. Funds due the College, after a travel expense audit, will be immediately remitted to the College. This also authorizes the College Payroll Department to hold my salary check until such funds due the College have been properly deposited with the college.

----- **FOR ACCOUNTING ONLY** -----

Funds Are Are Not Available Cost Center # _____ Account # _____