BISHOP STATE COMMUNITY COLLEGE

"Commitment to a Program of Excellence"

REQUEST FOR TRAVEL

Date:

Employee
Title
Downtown ☐
Carver ☐
Southwest ☐

Mr. Olivier Charles, President
Bishop State Community College
351 North Broad Street
Mobile, Alabama 36603-5898

Dear President Charles:

Permission is respectfully requested for authorization to travel for the purpose of attending

In the city of State

TRAVEL INFORMATION:

Date of Departure:
Date of Return:
Per Diem (# of Days)
Mode of Transportation:
Lodging: (Specify Hotel)
Hotel Telephone #:

As the employee on behalf of whom the expenses are being prepaid, I understand that in accordance with the Act referred to *below,* I am responsible for the timely reimbursement of the prepaid expenses in the event that the trip is not made due to personal, professional, or business reasons. I further authorize the withholding of prepaid expenses from any compensation due to me that has been paid and the trip not made because of termination of services.

Print Name:

Signature:

FUNDING:	
Title III	**Non-Title III**
***PLEASE PROCEED IN COMPLETING THIS FORM**	***PROCESS ELECTRONIC REQUISITION AFTER SUPERVISOR APPROVAL**

ESTIMATED COST OF TRAVEL

Transportation	$
Conference/Registration	$
Amount of Per Diem	$
Lodging	$
Meals	$
Taxi/Car Rental	$
Total Expenses	$

DEPARTMENTAL APPROVALS:

Approved:
Divisional Chair/Supervisor

Approved:
Academic/Technical Dean

Approved:
Title III Office

Approved:
Vice President for Instructional Services

Approved:
President

NOTE: ALL REQUESTS MUST BE TYPED AND ACCOMPANIED BY A LETTER TO THE PRESIDENT, EXPLAINING THE BENEFIT OF THE TRAVEL. ATTACH ANY SUPPORTING DOCUMENTS (*BROCHURES, LETTERS, PAMPHLETS*) RELATED TO TRAVEL. PLEASE SUBMIT TRAVEL REQUEST AT LEAST TWO WEEKS PRIOR TO TRAVEL.

****Act No. 2000-679, effective August 1, 2000, the college has elected to prepay certain out-of-state travel expenses for persons traveling in the service of the College.***
****Act No. 2017-409, effective May 26,2017, in-state and out-of-state travel expenses may be prepaid by the College for persons traveling in the service of the State.***