BISHOP STATE COMMUNITY COLLEGE

"Commitment to a Program of Excellence"

REQUEST FOR TRAVEL

Date:

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 of

TRAVEL INFORMATION:

Date of Departure:
Date of Return:
Per Diem (# of Days)

Print Name:

Signature:

Main Campus
Carver Campus
Southwest Campus

Mode of Transportation: Lodging: (Specify Hotel) Hotel Telephone #:

FUNDING:				
Title III	Non-Title III			
*PLEASE PROCEED IN COMPLETING THIS FORM	*PROCESS ELECTRONIC REQUISITION AFTER SUPERVISOR APPROVAL			
ESTIMATED COST OF TRAVE	L DEPARTMENTAL APPROVAIS:			

ESTIMATED COST	Γ OF TRAVEL \$		DEPARTMENTAL APPROVALS:
Conference/Registration	\$	Approved:	Approved: Divisional Chair/Supervisor
Amount of Per Diem	\$	Approved:	Academic/Technical Dean
Lodging	\$	Approved:	nousemby recommon zeam
Meals	\$		Title III Office
Taxi/Car Rental	\$	Approved:	Vice President for Instructional Services
Total Expenses	\$	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.