

McDowell Technical Community College			Travel Authorization and Advance Request		
Traveler: <input type="text"/>					
Date Submitted:		<input type="text"/>	<input type="text"/>	Initial Request	<input type="text"/> Revised Request
Please Check all that apply:					
<input type="checkbox"/>	<input type="checkbox"/>	In-State Travel	<input type="checkbox"/>	Excess Registration	
<input type="checkbox"/>	<input type="checkbox"/>	In-State Excess	<input type="checkbox"/>	Excess Subsistence	
<input type="checkbox"/>	<input type="checkbox"/>	Out-of-State Travel	<input type="checkbox"/>	Blanket Travel Authorization	
<input type="checkbox"/>	<input type="checkbox"/>	Out-of Country-Travel	<input type="checkbox"/>	Reimbursement Authorization for Non-State Employee	
<input type="checkbox"/>	<input type="checkbox"/>	Other (describe)			
Travel To:			Purpose of Travel: (Attach copy of brochure, fee schedule, etc.)		
<input type="text"/>			<input type="text"/>		
Beginning Date of Travel:		<input type="text"/>	Ending Date of Travel:		<input type="text"/>
Mode of Transportation		<input type="text"/>	<input type="checkbox"/>	College Vechicle Available	
			<input type="checkbox"/>	College Vechicle Not Available	
*Note: If a college vehicle is available, there is no mileage reimbursement. Check availability by email with switchboard.					
TRAVEL AUTHORIZATION APPROVAL					
<input type="text"/>					
Applicant Signature / Date			Vice-President For Finance Signature / Date		
<input type="text"/>			<input type="text"/>		
Immediate Supervisor Signature / Date			President Signature / Date		
<input type="text"/>			<input type="text"/>		
Travel Advance Request					
(if applicable)					
	Advance to Traveler	Prepay Registration to Vendor	Total Advanced	Office of Finance Use Only	
Transportation	\$ -		\$ -	Budget Code(s):	
Subsistence	\$ -		\$ -		
Lodging	\$ -		\$ -		
Registration					
Total	\$ -	\$ -	\$ -		
Please Mail Prepaid Registration to: (name and address)					
TRAVEL ADVANCE APPROVAL					
<input type="text"/>					
Applicant Signature / Date			Vice-President For Finance Signature / Date		
<input type="text"/>			<input type="text"/>		
Immediate Supervisor Signature / Date			President or Designee Signature / Date		
<input type="text"/>			<input type="text"/>		