

# WILLIAMSBURG TECHNICAL COLLEGE

Complete form, print and route

## TRAVEL AUTHORIZATION

Date submitted: \_\_\_\_\_ Account number and object code to be charged: \_\_\_\_\_

Traveler name: \_\_\_\_\_ SSN: \_\_\_\_\_

Trip destination: \_\_\_\_\_

Explanation of trip purpose: \_\_\_\_\_

Date/time leave: \_\_\_\_\_ Date/time return: \_\_\_\_\_

Contact phone(s): cell \_\_\_\_\_ meeting site \_\_\_\_\_ lodging \_\_\_\_\_

Name(s) of accompanying traveler(s): \_\_\_\_\_

Mode of travel:  college car  college van  personal vehicle  college vehicle not available (requires maint. initial) \_\_\_\_\_

### Estimated expenditures:

Meals \_\_\_\_\_

Lodging \_\_\_\_\_

Registration \_\_\_\_\_

Mileage \_\_\_\_\_

Other transportation \_\_\_\_\_

Other (explain) \_\_\_\_\_

TOTAL \_\_\_\_\_

### Allowable state rates:

Meals reimbursed if:

	<u>Depart before</u>	<u>Return after</u>	<u>In-state</u>	<u>Out-of-State</u>
(B) -	6:30 a.m.	11:00 a.m.	\$6	\$7
(L) -	11:00 a.m.	1:30 p.m.	\$7	\$9
(D) -	5:15 p.m.	8:30 p.m.	\$12	\$16

Max. reimbursement for meals is \$25 in-state and \$32 out-of-state. Meals included in agenda will not be reimbursed. No meals for day trips will be reimbursed.

Mileage: Personal Vehicle (college vehicle is available) - 53.5 cents/mile

Personal Vehicle (no college vehicle available) - 57.5 cents/mile

Facilities Signature required above to verify college vehicle inavailability

### Prepayment request:

Registration amount \_\_\_\_\_ deadline \_\_\_\_\_ FEIN \_\_\_\_\_  mail/  with attached form  carry

Airfare amount \_\_\_\_\_ deadline \_\_\_\_\_ FEIN \_\_\_\_\_  mail/  with attached form  carry

- Note:
- Approval of travel is contingent upon availability of funds in divisional budgets. Supervisors are responsible for ensuring availability of funds.
  - Agenda must be attached to travel authorization for approval purposes.
  - Prepayment must be made well enough in advance to meet check-writing deadlines. Please indicate if a check is to be mailed with form or carried with traveler.
  - Agenda, lodging receipt, registration receipt and any receipts for "other" must accompany reimbursement form.
  - Travel reimbursement must be submitted no later than two working days after travel.

Traveler Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CBO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# WILLIAMSBURG TECHNICAL COLLEGE

## TRAVEL REIMBURSEMENT FORM

Date: \_\_\_\_\_ Account number and object code to be charged: \_\_\_\_\_

Traveler signature: \_\_\_\_\_ SSN: \_\_\_\_\_

*Under penalty of perjury, I certify that this is a true and accurate statement of my travel expenses.*

Date	Time	Place	Miles	Amount	Other	Lodging	Brkfst	Lnch	Dnr	Business Office use only		Daily Total
											Total Subst.	
<i>Business Office use only</i>	TOTALS											

*Business Office use only*

Subtotal _____	
Prepaid expenses _____	
Total expenses _____	

**Allowable state rates:**

Meals reimbursed if:

	Depart before	Return after	In-state	Out-of-State
(B) -	6:30 a.m.	11:00 a.m.	\$6	\$7
(L) -	11:00 a.m.	1:30 p.m.	\$7	\$9
(D) -	5:15 p.m.	8:30 p.m.	\$12	\$16

*Max. reimbursement for meals is \$25 in-state and \$32 out-of-state. Meals included in agenda will not be reimbursed. No meals for day trips will be reimbursed.*

Mileage: Personal Vehicle (college vehicle is available) - 53.5 cents/mile  
 Personal Vehicle (no college vehicle available) - 57.5 cents/mile  
 Facilities Signature required (over) to verify college vehicle inavailability

*Note:*

- Traveler must provide actual expenses and prepayment amounts only.
- Additional pages of information (ex.: delineated weekly or monthly trips) may be attached.
- Do not fill in totals.
- Agenda, lodging receipt, registration receipt and any receipts for "other" must accompany reimbursement form.
- Travel reimbursement must be submitted no later than two working days after travel.