

# Farmingdale State College

**Travel Authorization  
Submit Prior To Travel**

Traveler's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Traveler's Department: \_\_\_\_\_ Bus. Telephone: \_\_\_\_\_

Date/Time Departure: \_\_\_\_\_ Date/Time Return: \_\_\_\_\_

To (Destination): \_\_\_\_\_

**\*\*\*ALL INTERNATIONAL DESTINATIONS ARE REQUIRED TO BE APPROVED BY THE PRESIDENT'S OFFICE\*\*\***

Purpose of Travel: \_\_\_\_\_

Coverage of Class & Other Activities

Coverage of Class will be Provided as follows: \_\_\_\_\_

By (list name(s)) \_\_\_\_\_ or Make-Up Date \_\_\_\_\_

**Are charges paid by Department:**

Yes  No

If "No" stop here, get Supervisor's Signature

If "Yes" complete the rest of the form

**Means of Transportation:**

State Vehicle

Vehicle Rental, Bus, Train (circle)

Airfare

Personal Vehicle\*

**Expense Estimate:**

Type of Expense	Amount	Per Diem Rate	Payment Method
Airfare			<input type="checkbox"/> Travel Card or NET Card
Personal Vehicle Mileage, Vehicle Rental, Bus, Train (circle)			<input type="checkbox"/> Travel Card or NET Card <input type="checkbox"/> Employee Card/Cash
Lodging: Actual rate per night x How many nights + tax=			<input type="checkbox"/> Travel Card or NET Card <input type="checkbox"/> Employee Card/Cash
Meals			<input type="checkbox"/> Travel Card or NET Card <input type="checkbox"/> Employee Card/Cash
Other: Toll, Parking, Gas, Conference Fee, Taxi/Subway			<input type="checkbox"/> Travel Card or NET Card <input type="checkbox"/> Employee Card/Cash

Total Est. \$ \_\_\_\_\_

**Funding Limited To:** \_\_\_\_\_ **Account Charged:** \_\_\_\_\_ **Account Name:** \_\_\_\_\_

**Funding Limited To:** \_\_\_\_\_ **Account Charged:** \_\_\_\_\_ **Account Name:** \_\_\_\_\_

Traveler's Signature: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Dean \_\_\_\_\_

President: \_\_\_\_\_

Area VP: \_\_\_\_\_

Controller: \_\_\_\_\_

Accounts Payable/Travel Office: \_\_\_\_\_

\* A personal vehicle may be used when a rental or common carrier/state car is not available, is cost effective, or is otherwise appropriate for a justifiable reason. When choosing a personal vehicle when a common carrier/state car or rental IS more cost effective, reimbursement is limited.