

University of the Cumberland

Authorization / Reservation Form For Travel

PLEASE GIVE AT LEAST A 72 HOUR NOTICE WHEN SCHEDULING VEHICLES. THIS FORM MUST BE APPROVED BEFORE THE BUSINESS OFFICE WILL ADVANCE FEES, ISSUE VEHICLE AUTHORIZATIONS, TRAVEL LOANS, TRAVEL EXPENSE OR VOUCHER REIMBURSEMENTS. ATTACH A COPY OF ALL PERSONS RIDING IN VEHICLE. REMEMBER TO REQUEST A TAX EXEMPT FORM FOR HOTEL STAYS. FOR MORE INFORMATION PLEASE CALL 4209.

SECTION #1

Department: _____

Contact Person: _____

Dept. Phone: _____ Cell: _____

of People: _____

Group or Individual: _____

Destination: _____

SECTION #2

Purpose of Trip: _____

PLEASE CHECK ONE:

Academic Administrative Staff Athletics

STUDENT: Optional Required

SECTION #3

Travel Information

Transportation needed:
 *College Personal Public *Rental Car Air

*= what type: _____

Expected Travel dates:
 Departing: _____ Time: _____

Returning: _____ Time: _____

Airport Information:

Name of Airport: _____

Arrival Time: _____

Departure Time: _____

Type of Vehicle: _____

PLEASE FILL OUT
BOTH SIDES OF THIS FORM

SECTION 4

Projected costs and budget worksheet. Please check all that apply.

				TOTAL	
Public Transportation		=	\$	_____	
Airline	# _____	X \$ _____	=	\$ _____	
	Tickets	Cost			
College	# _____	X \$ _____	=	\$ _____	
	Mileage	Per Mile			
Private	# _____	X \$ _____	=	\$ _____	
	Mileage	Per Mile			
Rental	# _____	X \$ _____	=	\$ _____	
	Mileage	Per Mile			
Meals	# _____	X _____	=	\$ _____	
	Cost	# of People			
Rooms	# _____	X \$ _____	X _____	=	\$ _____
	# of Nights	Cost	# of People		

If advance payment is required please complete and attach a payment authorization

_____ Registration & Entry Fees = \$ _____

If advance payment is required please complete and attach a payment authorization

_____ All other miscellaneous costs = \$ _____

Include every expense not listed above. Complete on back of this form.

Total projected cost of trip = \$ _____

If cash advance is needed, complete travel loan card and attach with this form.

OUT - OF - POCKET - EXPENSE

PLEASE FILE THESE ITEMS ON YOUR PERSONAL TRAVEL EXPENSE (GREEN) OR TRAVEL LOAN EXPENSE REPORT (ORANGE) UPON YOUR RETURN.

ALL RECEIPTS REQUIRED

COLLEGE CREDIT CARD

ITEMIZED RECEIPTS ARE REQUIRED

PERSONAL CREDIT CARD

ITEMIZED RECEIPTS ARE REQUIRED

Authorization

Department Head Date

Business Office Date

Athletic Director Date
Required for all Athletic Travel

Academic Dean Date
Required for all Academic Travel

President Date

