

PRESBYTERIAN COLLEGE

Overnight Travel Authorization Form

This form must be completed and approved prior to the accrual of any overnight travel-related expense(s). Travel expenses exceeding \$500 require approval from the appropriate Cabinet member. Travel expenses exceeding \$5,000 require approval from the Vice President of Finance and Administration or President. This approved form must be uploaded with the itemized receipt(s) during credit card reconciliation or provided to the Business Office with an invoice or request for reimbursement.

Employee: _____ Department: _____

Destination: _____ Dates: _____ to _____

Business Purpose of Trip*: _____

Other College Employees/Students Traveling: _____

Cost Estimate	
Mileage (_____ miles X 60 ¢/mile)	\$
Flights	\$
Lodging (_____ night(s) X \$ _____/night)	\$
Conference Registration	\$
Rideshare	\$
Meals (\$50 maximum per day)	\$
Other (_____)	\$
Total	\$

Funding Source	Org. to be Charged	Amount
Operating Budget		\$
Faculty Scholarship	1364	\$
Restricted Funds/Grant		\$
Other		\$

Signatures:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Cabinet Member: _____ Date: _____

VPFA/President: _____ Date: _____

*Explain how this expenditure directly supports Presbyterian College’s mission, recruitment efforts, advancement activities, or other legitimate institutional purpose.