Pre-approval Travel Request
with Expenses

TR#

Updated Nov. 2011

Instructions: Please complete this form and attach supporting documentation:

1. Conference announcement, airline quote, rental car quote, hotel information and completed registration forms, etc.
2. Obtain budget number(s) and budget approvals.
3. Forward to chairperson/supervisor and dean/manager for required approval signatures.
4. After approval, prepare ONLINE District Travel Form, including vouchers, and submit to Miramar College Travel Liaison in Business Office.

Please check one: ◯ Administrator ◯ Classified ◯ Contract Faculty ◯ Adjunct Faculty

First Name:	Last name:	CSID #	Today's Date:
Position Title:	Department:	Tel:	Substitute Needed?
Conference Sponsor's Name:	City & State:	Member?	Inclusive Dates:
Purpose of meeting and potential benefits to District:			

Expenses:
(Please give an estimate)

A voucher, found at district website must be completed for each pre-payment request.

Transportation: Car ◯	Miles @ 0.565	$ 0.00
Registration:	Prepayment Requested: Yes ◯ No ◯	$
Air Fare	Prepayment Requested: Yes ◯ No ◯	$
Lodging:	Prepayment Requested: Yes ◯ No ◯	$
Meals not to exceed: Breakfast….$10.00 Lunch….$15.00 Dinner….$21.00		$
Miscellaneous: Taxi, shuttle, parking, etc…		$
	Total Funds Requested:	$ 0.00

Reset

_____**Approved** _____**Not Approved**
Department Chair/Supervisor

_____**Approved** _____ **Not Approved**
Dean/Manager

Signature Required:_____ | / / | _____ | / / |
Date **Date**

Budget Accounts:	Approval Int./Date:	Budget Account #:		
1. AFT (Dept. Encumbered)	| / / Chair + Staff Dev. Chair		% Funded	Total$
2. AFT General Funds	| / / Staff Dev. Comm.		% Funded	Total$
3. Staff Development - 1725	| / / Staff Dev. Comm.		% Funded	Total$
4. Other Funds			% Funded	Total $

Business Office Budget Verification: Name:_____ Date:_____ % Funded:_____ Total $_____