

**STONEHILL COLLEGE
TRAVEL PRE-AUTHORIZATION FORM**

This form must be completed for all travel before travel arrangements are made (excluding travel associated with Admissions & Athletic recruiting, fundraising or mandatory team travel). File completed form in traveler's department

Name: _____ Date of Request: _____

Destination: _____ Fund/Org to be Charged: _____

If budget to be charged is associated with a grant, indicate if travel is approved in grant proposal Yes No

Departure Date: _____ Return Date: _____

PURPOSE OF THIS TRIP :

Estimate of Expenses

Round trip transportation (including transportation to and from airport)

Personal Car	Mileage	_____ Miles @ _____	\$ _____
Airfare			\$ _____
Rental Car			\$ _____
Other		_____	\$ _____

Lodging Number of days _____ @ _____ \$ _____

If conference, workshop, or seminar, please attach related brochure documenting schedule and hotel rates

Meals Number of days _____ @ _____ \$ _____

Registration fee \$ _____

Other trip expenses:

_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____

Total Estimated Expenses \$ _____

I hereby request authorization to travel on behalf of Stonehill College. I have read and understand Stonehill's travel policy and procedures as well as more specific or restrictive policies established in my division. I understand that all travel expenses must be claimed for reimbursement within 30 days after I return from this trip.	
Traveler's Signature _____	Date: _____

Budget Approver Signature: _____ Date: _____

Vice President Signature: _____ Date: _____

