

# Jarvis Christian College

**REQUEST FOR TRAVEL**

Date: \_\_\_\_\_ Account No.: \_\_\_\_\_ Department: \_\_\_\_\_

Request for Travel to: \_\_\_\_\_ City: \_\_\_\_\_ State: Texas \_\_\_\_\_

**TRIP BEGINS:**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

**TRIP ENDS:**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

**MODE OF TRAVEL:**

College Vehicle\*

Personal Auto

Rental Car

Other

\*Which College Vehicle?

Van  Bus

Driver of College Vehicle: \_\_\_\_\_

Plane, Train or Bus

Purpose of Trip: \_\_\_\_\_

Related Goal/Objective: \_\_\_\_\_

Number to Travel: \_\_\_\_\_

**Name(s) of Traveler(s)**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

	ESTIMATED COST OF TRIP	+ COLLEGE PREPAYMENT	^ ADVANCE REQUESTED
Plane, Train or Bus	\$	\$	\$
Personal Auto	\$	\$	\$
Rental Car	\$	\$	\$
Gas	\$	\$	\$
Taxi, Shuttle, Car Service	\$	\$	\$
Hotel	\$	\$	\$
Registration	\$	\$	\$
Meals	\$	\$	\$
Parking Fees	\$	\$	\$
Other **	\$	\$	\$
<b>TOTAL</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

(Attach additional sheets if needed)

+ Advance payments by purchase order or College credit card.

^ Cash advance to traveler (paid by check).

\*\* Other (Please explain): \_\_\_\_\_

(Traveler, note policy on the receipt of travel advances. Your failure to adhere to the policy will result in a deduction from your payroll check for the full amount of the advance or the amount not accounted for.)

Requestor \_\_\_\_\_ Date \_\_\_\_\_

1. Department Head \_\_\_\_\_ Date \_\_\_\_\_

4. Title III/Sponsored Programs \_\_\_\_\_ Date \_\_\_\_\_

2. Vice President\*\*\* \_\_\_\_\_ Date \_\_\_\_\_

5. Vice Finance & Administration \_\_\_\_\_ Date \_\_\_\_\_

3. Vice President \*\*\* \_\_\_\_\_ Date \_\_\_\_\_

6. President/Designee \_\_\_\_\_ Date \_\_\_\_\_

FOR BUSINESS OFFICE USE ONLY

Date \_\_\_\_\_ College Vehicle Available Yes  No

Advanced \$ \_\_\_\_\_ Transportation Services \_\_\_\_\_ Date \_\_\_\_\_

Initials \_\_\_\_\_

Copies: Business Office (2), Major Area Supervisor, Traveler(s).

\*\*\*When students are involved in travel, the vice president for academic affairs and the vice president for student affairs must sign. Student GPAs must also be provided