

**APPROVAL
NUMBER**



REQUEST FOR ADVANCE APPROVAL OF TRAVEL

FOR TRAVEL REGULATIONS, REFER TO AR R02, GRAYS HARBOR COLLEGE PROCEDURES MANUAL

DESTINATION		NUMBER OF DAYS ABSENT	
PURPOSE OF TRIP			
HOW TRIP RELATES TO EMPLOYEE'S WORK ASSIGNMENT/EXPECTED BENEFITS			
IS THERE ANOTHER ALTERNATIVE TO THIS TRIP?			
DEPARTURE DATE:	TIME:	RETURN DATE:	TIME:

YOU MUST ATTACH A COPY OF REGISTRATION FORM WITH YOUR REQUEST TO TRAVEL, IN ORDER TO BE REIMBURSED.

MEANS OF TRANSPORTATION

COLLEGE VEHICLE <input type="checkbox"/>	PERSONAL CAR <input type="checkbox"/>	NO. OF ROUNDTrip MILES
OTHER	CAR RENTAL	COMMON CARRIER FARE

ESTIMATED COSTS

REGISTRATION FEE \$	WHAT MEALS ARE INCLUDED?	COST OF MEALS?
FEES PREPAID TO:		
LODGING FACILITY (LOCATION)	AMOUNT:	EXCESS LODGING APPROVAL

PLEASE LIST OTHERS GOING ON TRIP, IF THIS IS A FIELD TRIP, PLEASE ATTACH A LIST OF ALL STUDENTS.

DATE	SIGNATURE OF APPLICANT	PRINT NAME OF APPLICANT	SSN

TRAVEL WHICH WILL BE PAID FROM FUNDS OTHER THAN OPERATING BUDGET SHOULD HAVE THE APPROVAL OF THE ADMINISTRATOR OF THOSE FUNDS. ALL OUT OF STATE TRAVEL MUST HAVE PRIOR APPROVAL DIRECTLY FROM THE OFFICE OF THE PRESIDENT. ADMINISTRATORS WHO REPORT DIRECTLY TO THE PRESIDENT WILL RETURN THIS FORM TO THE OFFICE OF THE PRESIDENT. FACULTY AND INSTRUCTION ADMINISTRATORS WILL RETURN THIS FORM TO THE OFFICE OF THE VICE-PRESIDENT FOR INSTRUCTION. CLASSIFIED EMPLOYEES WILL RETURN THIS FORM TO THEIR SUPERVISORS THEN FORWARD TO THE BUSINESS OFFICE.

BUDGET CODE TO BE CHARGED	APPROVAL
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