

## Sauk Valley Community College Request for Travel Outside the District

Permission is requested for the following individuals to travel on behalf of Sauk Valley Community College in the manner and the purpose described below:

Individuals Attending \_\_\_\_\_

Destination \_\_\_\_\_

Purpose \_\_\_\_\_

Departure Date \_\_\_\_\_ Time \_\_\_\_\_

Return Date \_\_\_\_\_ Time \_\_\_\_\_

**Estimated Costs:** Name \_\_\_\_\_

1. Transportation ( \$0.585 /mi) \_\_\_\_\_ mi. \_\_\_\_\_ mi. \_\_\_\_\_  
mi. \_\_\_\_\_

Mode of Travel \_\_\_\_\_

2. Meals \_\_\_\_\_

3. Lodging \_\_\_\_\_

4. Conference Fee \_\_\_\_\_

5. Other Expenses \_\_\_\_\_

**Total:** \_\_\_\_\_

**Charge to:**

Department \_\_\_\_\_

Account Number \_\_\_\_\_

**NOTE:** Submit prior to proposed trip. Check requests for advances or prepayments should accompany this request. Please attach appropriate documentation. Expense reports for reimbursements should be submitted no later than one week after date of return to the College.

\_\_\_\_\_  
Signature(s) Date

\_\_\_\_\_  
Supervisor/Dean Date

\_\_\_\_\_  
Business Manager Date

8/08