

# Community College of Aurora

## State Travel Request and Authorization

Forward to Accounts Payable at least 15 Days Prior to Departure

**SECTION A (For use by Individual or Division) TYPE OR PRINT**

Name of Traveler \_\_\_\_\_ S# \_\_\_\_\_

Authorization No. \_\_\_\_\_ ORG \_\_\_\_\_

Origin \_\_\_\_\_ Destination \_\_\_\_\_ In State  Out of State

Date and Time of Departure \_\_\_\_\_ Date and Time of Return \_\_\_\_\_

Purpose and Justification of Travel \_\_\_\_\_

**Proposed Expenditures:**

**Mode of Travel:**

**Travel Advance:**  Yes  No

Airfare \_\_\_\_\_  
 Mileage \_\_\_\_\_  
 Car Rental \_\_\_\_\_  
 Meals \_\_\_\_\_  
 Lodging \_\_\_\_\_  
 Registration Fee \_\_\_\_\_  
 Incidental expenses \_\_\_\_\_  
 Total \_\_\_\_\_

State Auto  
 Private Auto  
 Commercial Plane  
 Train  
 Bus  
 Car Rental  
 Other

I hereby request a travel advance in the amount of \$\_\_\_\_\_ (up to 75% of expenses NOT prepaid by CCA). I hereby appoint and constitute the Colorado State Controller, my attorney-in-fact, for the purpose of receiving all funds due me and reimbursing the State of Colorado. The State Controller may demand and receive any monies or credits payable to me from the State of Colorado as fully and effectually as I might or could do if personally present for such purpose to the extent necessary to accomplish said reimbursement.

\_\_\_\_\_  
 Cost Center Administrator Date

\_\_\_\_\_  
 Vice President Date

\_\_\_\_\_  
 President (only if out of state travel or Vice Date

President is traveling)

\_\_\_\_\_  
 Employee Signature (Traveler) Date

**SECTION B (Accounts Payable Use only)**

	Date Prepaid	Vendor Name
Transportation	_____	_____
Car Rental	_____	_____
Meals	_____	_____
Lodging	_____	_____
Registration Fee	_____	_____
Incidental expenses	_____	_____
Subtotal	_____	_____
Less Prepayments	_____	_____
Less Travel Advance	_____	_____
Net Due to Traveler	_____	_____