

INSTRUCTIONAL STUDENT TRAVEL AUTHORIZATION FORM (Revised September 2018)

To be completed and submitted to FIDC BEFORE taking a trip.

I. Name of Requestor: _____ Date: _____
 Name of Dept./Office: _____

Number of students attending: _____
 Names of students attending (may attach separate list): _____

II. Purpose of Travel (If it is a meeting/workshop/course, provide the name. Also attach relevant material, if necessary.):

Destination of Travel: _____

Dates of Travel: _____

III. Budget

A. Transportation Cost Estimate. You MUST complete an estimate for one of the below five modes. If one of the five is not indicated you MUST explain how you are traveling to and from your destination. In addition, if an auto is being driven to/from the airport/train station, for example, that must be indicated as well. Vehicles may be reserved using the following form:

<https://department.monm.edu/is/forms/BusinessOffice/PDFs/vehicle-reservation.pdf>

Air	From _____	To _____	\$ _____
Train	From _____	To _____	\$ _____
Personal auto*	From _____	To _____	
	One-way distance _____	x2 _____	x.36* = \$ _____
College auto**(0.36/mi.)	From _____	To _____	
	One-way distance _____	x2 _____	x.36 = \$ _____
College van**(0.42/mi.)	From _____	To _____	
	One-way distance _____	x2 _____	x.42 = \$ _____
Other _____	From _____	To _____	\$ _____

* (personal auto can only be used if a college auto is not available; use \$.20/mile for gas only if college auto is available, yet using personal auto).

** (reserve vehicle with physical plant)

(see reverse)

B. Other Expenses

Registration Fees: \$ _____ x Number of registrants _____ = \$ _____

Meals: ½ day trip Number of people _____ x \$12 = \$ _____
(6 hours or less)

Full day trip _____ days x Number of people _____ x \$18 = \$ _____

Lodging: _____ nights @ \$ _____ x Number of rooms _____ = \$ _____

Parking: = \$ _____

Other: _____ = \$ _____

TOTAL OVERALL ESTIMATE (A Transportation + B Other) = \$ _____

IV. Approval FIDC Travel Manager _____ Date _____