

When traveling out of state a **signed TA must be submitted at least 14 days in advance.**
 When State Travel Agency purchases airline tickets, a State TA must be filled out.
 Reimbursement request must be submitted with related receipts in order to process payments.
 When traveling by air, copies of plane tickets must be attached whether or not Agency purchased the tickets.

Quinebaug Valley Community College
 742 Upper Maple St., Danielson, CT 06239

Travel Authorization

Funding Source: _____ **Date:** _____ **TA#:** _____

Name:	Title:
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Itinerary Dates:	Travel: From – To

Object of travel:

Mode of travel: Air Personal Car (.535¢/mile x _____ miles)
 Rail State Vehicle Other
 Do you need a parking permit? Yes No

Airfare: _____	Gratuities: _____	Registration Fee: _____
Lodging: _____	Personal Mileage: _____	Other: _____
Meals: _____	(Up to \$100 per day-- must provide detailed receipts)	
		Total \$ _____

Fund/Index	Org	Acct	Program	Amount
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Business Office Use Only

_____	_____
Employee Signature	Date
_____	_____
Supervisor Signature	Date
_____	_____
Agency Head Signature	Date