



Travel Authorization Pre-Approval Form

Name of Traveler:

Official Residence:

Contact Email:

Department:

Departure Date:

Time:

Return date

Time:

Conference/Event Name:

City:

State:

Country:

Expected Benefits:

Grant Justification***

Statement of why alternative approach not viable:

Anticipated Expenses	Description	Amount
Registration:		
Lodging:	<div><div></div><div>nights</div></div>	
	<div><div></div><div>Exceeds lodging per diem (form required)</div></div>	
Airfare:	<div><div>From</div><div></div><div>To</div><div></div></div>	
Car Rental:	<div><div></div><div>Days x</div><div></div><div>per day</div><div></div></div>	
Taxi/Shuttle:		
Parking:		
Other Travel Costs:		
Personal Mileage:		
Meals:		
TOTAL ESTIMATED EXPENSES:		
ATTACH YOUR QUICK PER DIEM ESTIMATE SHEET TO THE TRAVEL AUTHORIZATION.		
Total Advance Cash Requested		

Don't forget to attach all the documents related to your trip onto the travel authorization in ctcLink.
Please remember to ask for receipts for any items purchased or paid for by you using cash, personal credit card, and or with the college's travel card (i.e. baggage fees, hotel, taxi, shuttle, UBER, parking, etc.)

	ACCOUNT	FUND	APPRO	CLASS	DEPT	PROJECT ID	ACTIVITY ID
Account code to charge:							
Travel must be pre-approved by the appropriate Executive Team representative and the approval documents uploaded along with other travel documentation, e.g. agenda, lodging estimates, payment receipts, etc., in the ctcLink Travel Authorization form header. Please make sure you collect all the receipts for the payments made by the personal credit card or by the college's travel card. Providing receipts is a requirement for all travel related expenses.							
Approval Signatures							
Traveler:				Signature:		Date:	
Supervisor:				Signature:		Date:	
Budget Approver:				Signature:		Date:	
Vice President: (If needed)				Signature:		Date:	
President: (If needed)				Signature:		Date:	