

HOWARD COUNTY JUNIOR COLLEGE DISTRICT

REQUEST TO TRAVEL AT COLLEGE EXPENSE

Request Must Be Submitted 5 Working Days Before Departure Date
Employee Handbook Travel Policy Number 4.2 C

NAME	DATE SUBMITTED
ACCOUNT NUMBER	DEPARTMENT
DESTINATION/LODGING	PURPOSE OF TRIP
TRANSPORTATION BY PERSONAL VEHICLE COLLEGE VEHICLE COLLEGE BUS	OTHERS TRAVELING WITH YOU
DEPARTURE DATE	RETURN DATE
DEPARTURE TIME AM/PM	RETURN TIME AM/PM

NOTE - Itemized receipts will be required. Credit card receipts are not sufficient and will not be accepted

Mileage — Reimbursement will be calculated at the Howard College allowable rate of \$0.50 per mile for personal vehicles. Please calculate destination details per: www.mapquest.com or www.maps.google.com			
Meals — (Policy 4.2 F. 1-a) \$30 per day (\$8 – Breakfast \$10 – Lunch \$12 – Dinner) Without receipts (Regardless of departure/return times) - \$15 Departure Date, \$15 Return Date, \$30 All Other Days Of Travel With Receipts – Maximum amount per meal allowed with receipts supporting the expenditure for each meal. Departure and return times are required if using this option.	Number of Meals		
	P-Card	P.O.	Cash
Airfare			
Hotel/Motel Expenses			
Registration Fees			
Parking Fees			
Rental Car Expenses			
Other Expenses (<i>please list</i>)			
TOTAL TRIP EXPENSES			
Cash Advance Requested			

Signature of Traveler

Date

SUPERVISOR		CABINET MEMBER	
Initials	Date	Initials	Date
GRANT ADMINISTRATOR (If Applicable)		PRESIDENT	
Initials	Date	Initials	Date