



Overnight Travel Request & Authorization

RR# _____

❖ Grant Acct Review _____

INSTRUCTIONS: Complete this request for overnight (in-state, out-of-state and out-of country) travel to be completed on behalf of RRCC. Please attach the activity/conference information (brochure, registration form, and agenda) and any additional information relevant to your trip. ALL in-state and out-of-state overnight travel must be pre-approved by RRCC's President prior to making any travel arrangements. ALL out-of-country travel requires System President (or delegate) approval prior to making travel arrangements.

❖ *Travel funded by a grant MUST be approved by the Grant Program Investigator (PI) prior to Presidential approval.*

Forward original signed/approved authorization to Travel, Box 16, Business Services.

Type of Travel	<input type="checkbox"/> In-State	<input type="checkbox"/> Out-of-State	<input type="checkbox"/> Out-of-Country (CCCS System President or Delegate Approval Required)
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Travel Required for:	<input type="checkbox"/> Position Duties	<input type="checkbox"/> Professional Development	<input type="checkbox"/> Student Travel /Study Abroad	<input type="checkbox"/> Course Field Trip
	<input type="checkbox"/> Other _____			

Traveler Name		Date of Request	
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Title of Activity		Dept/Division	
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Place of Activity		Traveler Phone	
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Departure Date		Return Date		Funding (Org Code)	
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Purpose & RRCC Benefit					
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Budget:	What org code will pay for expenses over the budgeted amount? _____				
	Do you have a State Travel Card? <input type="checkbox"/> Yes <input type="checkbox"/> No				
	Do you require a travel advance (cannot exceed \$1,500)? <input type="checkbox"/> Yes \$ _____ <input type="checkbox"/> No				
	Registration Fee		Notes		
	Airfare				
	Rental Vehicle				
	Lodging				
	Mileage				
	Meals & Incidentals				
	Miscellaneous				
	TOTAL				

College Review

Date Reviewed: _____ Approved Disapproved Approved Amount: \$ _____

Direct Supervisor: _____ Vice President: _____

Grant Funded? Yes No If Yes, Grant Program Investigator (PI): _____

College President: _____ CCCS President/Delegate: _____