COLLEGE OF STATEN ISLAND

AUTHORIZATION FOR OUT-OF-TOWN TRAVEL

Classification:                      Source of Funding:

_____ Employee                      _____ Regular College Budget (Tax-Levy)

_____ Non-Employee                   _____ Non-Tax Levy/ Research Foundation

Note: Approval to Travel Must be Obtained in Advance of Trip

Name of Traveler_________________________ Title_________________________

Department or Office________________________

Traveling from College of Staten Island to:____________________________________

Mode of transportation: __________________________________

Inclusive date(s) of trip_________________________ to_________________________

Purpose of travel ____________________________

__________________________________________________________________________

Estimated total cost of trip $____________ If traveling by car, estimated round trip mileage: ________________

_________________________________________ Date

Signature of Traveler

Recommended by: Department Chairperson or Unit Head Date

Amount Authorized: $_________________________ Department(s) to be charged: __________________________

Authorized By: ____________________________________________ Date

Vice President or Dean (signature)

PLEASE NOTE: Original receipts must accompany the Form AC 132 – Travel Expense Voucher. In addition, if traveling by car, Form AC 160 - Statement of Automobile Travel must be attached to Form AC 132.