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: __________________________________________________________________

_______________________________________  _______________________
Signature of Traveler         Date

_______________________________________________  _______________________
Recommended by: Department Chairperson or Unit Head    Date

Amount Authorized: $__________________  Dept. to be charged: ___________________

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.