Business Office
Jordan Hall One
Saxon Drive Alfred,
NY 14802
607-871-2128
businessofc@alfred.edu

Travel Authorization & Advance Request

Traveler Name		Date Required	
Department		Advance Amount Requested	
Trip Dates		Trip Destination	
Account Number(s)		Amount	
		Amount	
		Amount	
		Amount	

Attach conference agenda or itinerary	Conference / Workshop Title	Participation	
		Presentation	
		Participating on a Panel	
		Attending	
	Describe business purpose for non-conference travel		

Estimated Expenses

	Amount
Meals	
Lodging	
Airfare	
Airline Baggage Fees, etc.	
Auto Rental / Motor Pool	
Taxi / Bus / Subway / etc.	
Milage Reimbursement	
Parking & Tolls	
Registration Fees	
Tips not included with receipts	
Miscellaneous	
Total Expenses	$ 0.00 -

TRAVELER DATE

Dean / Department Approval

Per Diem	Approved		Not Approved		Division Per Diem Limit	

If per diem is not approved all receipts are required. If division limit is entered, the lower of this limit or the federal limit will be applied.

Per diem rates are available at: http://www.gsa.gov/portal/category/21287

Total expenses not to exceed	

APPROVAL DATE

SECOND APPROVAL (IF REQUIRED) DATE

Business Office Use Only

Advance Accounts

Admissions	110000-1375	Ceramics	111000-1374
Athletics	110000-1376	All Others	110000-1374

Cashier	

Cash Received _____

SIGN DATE