

GUIDELINES FOR EMPLOYEE COMPLETION OF TRAVEL AUTHORIZATION REQUESTS (CO-112)

(See Sample Travel Authorization Form Attachment)

Box No.

- 1 **T.A. NUMBER**--Leave blank. This number will be assigned by the Business Office.
- 2 **EMPLOYEE NUMBER**--Six-digit employee identification number (found on your payroll check stub and used on your time card).
- 3 **EMPLOYEE NAME**--First and last name of person traveling or taking course.
- 4 **TITLE**--Job Title of employee.
- 5 **DEPARTMENT**--Employee's department
- 6 **WORK TELEPHONE NO.**--Office phone number at HCC.
- 7 **HOME TELEPHONE NO.** --Telephone number at home.
- 8 **COLLECTIVE BARGAINING UNIT**--Check the proper box corresponding to your union.
- 9 **ATTENDING**--Name of Conference/training/course
- 10 **DATES**--Dates of conference/training/course
- 11 **CITY/STATE**--Location of conference/training/course
- 12 **SPONSORED BY**--Agency/organization/grant sponsoring conference/training/course
- 13 **HOW DOES THIS RELATE TO HCC PROFESSIONAL DUTIES**--Explain importance of conference/training/course to your professional duties
- 14 **IF FACULTY, WILL CLASSES BE COVERED**--Check appropriate box and explain in 14a.
- 15 **TYPE OF TRANSPORTATION**--Check one.
- 16 **APPROPRIATE FUND(S)** --Check appropriate line and indicate cost center to be charged (Banner Fund, Organization, Account and Program)
- 17 **OBJECT AND NECESSITY OF TRAVEL**--attach substantiating documentation
- 18 **TOTAL COST (ITEMIZE)**--Indicate the estimated cost for each item checked; check appropriate box if item is being paid through a purchase req or PCard.
- 19 **TOTAL COST**--Total cost of all the above itemized amounts.
- 20 **SIGNATURE OF EMPLOYEE**--Signature of person claiming reimbursement.
- 21 **DATE OF REQUEST**--Date this request is being completed by employee
- 22-24 **DEPARTMENT SUPERVISOR/DIRECTOR; DIVISION DEAN; PRESIDENT**--Employee obtains signature of the appropriate Dean, or the President (in the case of a Dean or in the case of an employee reporting directly to the President)
- 25 **DEAN OF ADMINISTRATION**--After TA has been signed by the above, it is submitted to the Business Office. If all is in order, TA will be approved by the Dean of Administration & Institutional Effectiveness and kept on file in the Business Office until the Employee Reimbursement request is submitted.

