



Travel Authorization Worksheet

Please provide a summary of your travel plans. By communicating this information to your advisor and the Center for Student Leadership & Involvement, you are ensuring that all parties involved are aware of your plans.

Name of Organization _____

Name of Contact Person from Organization _____

Telephone Number _____ E-mail Address _____

What is the purpose of your trip? _____

_____ How many students will be participating in your trip? _____

Date of Departure _____ Date of Return _____

Anticipated Expenses Although you are listing anticipated expenses here, a transaction request must be submitted for each travel-related expense. Please visit the CSLI website for further information. Documentation is required for expenses that must be paid in advance. For example, Ithaca College needs an invoice for registration expenses, a printout of airfare or hotel expenses from a travel website, a brochure from the organization sponsoring the event, etc. to process any kind of payment.

Airfare Expenses \$ _____

Lodging Expenses \$ _____

College Vehicle Expenses \$ _____

Meal Expenses \$ _____

Bus/Train Tickets \$ _____

Registration Expenses \$ _____

Gasoline Expenses for an Ithaca College Vehicle or a Personal Vehicle \$ _____

Other Expenses (Please describe)

_____ \$ _____

_____ \$ _____

Total Estimated Expenses \$ _____

Is external funding available for this trip? _____ If yes, how much is available? \$ _____

If another Ithaca College department will be transferring funds to your account, please contact the Programs & Activities Assistant immediately to ensure that the funds are applied directly to your travel expenses. What sources of funds will you be accessing for the travel expenses? _____

Authorization

Signature of Contact Person _____

Signature of Advisor _____

Signature of CSLI Representative _____