ULSTER COUNTY COMMUNITY COLLEGE
ADVANCED TRAVEL PAYMENT FORM

(This form is for Advanced Travel Payments **ONLY)**

1. The College's purchase order system must be utilized for all **known** expenses **in advance** of traveling. This would include hotel room reservations, airline/train/bus tickets and conference registration expenses. Failure to use the PO system will result in loss of New York State tax exemption status. Taxes will then become the responsibility of the traveler.
2. Please forward **all** supporting documentation to area Dean or Administrator. This would include hotel name and address and confirmation number; conference registration/fee (attach a copy of conference information); airline/bus/train reservation number; and approved Travel Request Form.
3. **The Purchase Order and payment will be sent in advance to the appropriate vendor prior to travel, unless otherwise instructed (example - check to be picked up).**

Items	Vendor Name	Number	Total Cost
Lodging		@	$
Registration/ Conference Fee		$	$
Public Transportation (Airfare, train, bus, car rental).			$
Miscellaneous			$
Total			$

_____
Requestor's Signature Date

_____
Trip Name and Date

_____
Area Dean or Administrator's Signature

_____
Budget Code

_____ Total $_____
Requisition Number

3/22/2005 (Pink)