

**ULSTER COUNTY COMMUNITY COLLEGE
TRAVEL REQUEST FORM**

(This form is for Travel Approval **ONLY**)

1. Complete information below and obtain approvals as indicated **prior to travel**.
2. Travel beyond 300 miles requires Board of Trustees **approval in advance**. (Board meets third Tuesday of each month, except July and February).
3. No arrangements should be made until the approval form has been returned to you with required signatures.

Department Budget Account Code to be Charged: _____

Requestor's Name: _____

Approval to attend the following professional event: _____

To be held at (location) _____

From: _____ To: _____

Value of attending this conference is: _____

Total Estimated Cost (inclusive): \$ _____

Requestor's Signature Date

Supervisor's Signature Date

Appropriate Dean/Executive Staff Approval or President Date