

EXHIBIT M

TOMPKINS CORTLAND COMMUNITY COLLEGE

REQUEST FOR TRAVEL

Instructions: See Page 2

- 1. Name of Traveler \_\_\_\_\_ Request Date: \_\_\_\_\_
- 2. Department \_\_\_\_\_ Budget Code: \_\_\_\_\_
- 3. Purpose of Travel \_\_\_\_\_  
(Attach program literature or conference agenda, if available)
- 4. Location of Destination \_\_\_\_\_
- 5. Conference Dates Departing Date: \_\_\_\_\_ Hour: \_\_\_\_\_  
Returning Date: \_\_\_\_\_ Hour: \_\_\_\_\_
- 6. Mode of Travel \_\_\_\_\_  
(If using personal vehicle, the mileage reimbursement rate is \$.50/mile as of 1/1/2010)
- 7. Others Traveling in Vehicle \_\_\_\_\_

		<u>Comments</u>
8. Estimated Expenses		(Indicate how cost is being paid: cash, purchase order, personal or TC3 credit card)
<b>*(A Check Request/Purchase Requisition Form must be submitted if a pre-payment is required).*</b>		
Transportation	\$ _____	_____
Lodging	\$ _____	_____
Meals	\$ _____	_____
	(Per diem reimbursement rates: Breakfast = \$6.00, Lunch = \$10.00, Dinner = \$16.00), Full Day = \$32.00	
Conference Registration	\$ _____	_____
Miscellaneous	\$ _____	_____
Total Estimated Expenses	\$ _____	_____
9. Cash Advance Requested	\$ _____	_____

- 10. Signature(s) and Approval
- Traveler \_\_\_\_\_ Date \_\_\_\_\_
- Budget Manager \_\_\_\_\_ Date \_\_\_\_\_
- Dean/President \_\_\_\_\_ Date \_\_\_\_\_
- Budget & Finance Office \_\_\_\_\_ Date \_\_\_\_\_

## REQUEST FOR TRAVEL INSTRUCTIONS

Cash advances will be authorized for travelers who will be away from the College overnight, providing estimated expenses are \$30 or higher. Travelers who expect to complete their trip within the same calendar day will not be authorized a cash advance.

All travel requests must arrive at the Budget & Finance Dept. (Accounts Payable) one week before the start of the trip.

College travelers may not request advances or claim expenses for any other individual.

If funding is being requested from the Foundation please attach an Application Form for TC3 Foundation Staff Development Funds.

1. Traveler fills out the Request for Travel form and attaches supporting documentation. If requesting a cash advance, enter the amount on line 9. Fill in the Budget Code line with the appropriate department code and the expense code (conference code = 6421, staff development code = 6451).
2. Traveler signs the form and sends all originals to their budget manager to sign.
3. If no funds are requested from the Dean or from the Foundation, the budget manager sends originals to the Budget and Finance Office.
4. If any other funds are requested, the original forms should take one of the following paths:
  - a) If funds are requested from the Dean only, the budget manager sends originals to the Dean, who signs and indicates amount of funding granted. The Dean then sends originals to the Budget and Finance Office.
  - b) If funds are requested from the Foundation only, the budget manager sends the original travel request, documentation and Foundation funds request form to the President's office (Cathy Northrop) for signature.
  - c) If funds are requested from both the Dean and the Foundation, all paperwork will go through the Dean's office first.
5. Cathy sends the Budget and Finance Office a copy (with President's office stamp) of the travel request form and the Foundation funds request form. If a cash advance is requested, the Budget and Finance Office will process from this copy. The check will be written on the Friday before the date of departure.
6. After the request for Foundation funds is acted on, the paperwork is distributed as follows:
  - To Budget & Finance Original travel request & all documentation & copy of the Foundation letter.
  - To Traveler: Original Foundation letter & copy of travel request.
  - To Foundation: Copies of Foundation letter & travel request.
7. The traveler must turn in a Travel Reconciliation form with all receipts to Accounts Payable within 30 days of the trip.