



BABSON

Travel Authorization and Advance Request

Employee Information

Employee Name	
Department Name	
Travel Advance Acct. #	
Employee Expense Acct. #	
Destination	
Departure Date	
Return Date	

This trip is considered
(please see travel policy)

<input type="checkbox"/> General College Travel
<input type="checkbox"/> Recruitment
<input type="checkbox"/> Research
<input type="checkbox"/> Professional Development
<input type="checkbox"/> Local Conference
<input type="checkbox"/> Regional Conference
<input type="checkbox"/> National Conference
<input type="checkbox"/> Other

The submission of this form is for:

<input type="radio"/> Travel Authorization
<input type="radio"/> Travel Authorization and Advance

For Accounting Use Only
Employee Vendor ID #

Purpose of Trip

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Estimated Expenses

	Babson to be Billed	Employee Expense

Advance request is 75% of employee estimated expenses.

*Airline tickets should be booked using one of the two college approved agencies. Please contact Purchasing at ext. 4947 for details.

Employee Signature/Date:		
Supervisor Signature/Date:		
VP/Director Signature/Date:		

All receipts must be kept for reimbursement.

Please return to: Accounts Payable, Nichols Building or fax to ext. 4611