



T&E7001

Revision Date:

3/1/2019

Approved by:

S. Everett

Non-Employee Travel Pre-approval Form

Request Date:

Preparer Information (If other than the traveler)

Name:

Email:

Phone #:

Traveler Information

College:

First and Last Name:

Group Travel (2 or More):

- Provide information for additional travelers on page 2
- For **3** or more travelers attending a Non-VCCS event, obtain Agency Head / Designee pre-approval

Event Information

Travel Purpose:

Provide detailed description for travel purpose on page 2.

Event Name:

Travel Start Date:

Event City, State:

Travel End Date:

Anticipated Expenses

Expense Type	Description	# of Days	Estimated Amount	Paid By
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Per Diem Calculator attached:

Is the daily room rate greater than 100% GSA?

Yes

No

Total Amount:

- If yes, provide a justification for the higher lodging request on page 2,
- Attach cost comparisons,
- Obtain Agency Head/Designee pre-approval

Approval Signatures

Supervisor:

Date:

Budget Owner/Program Sponsor:

Date:

Vice President of Finance:

Date:

Agency Head / Designee:

Date:



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Additional Information: