



Southeast New Mexico College

### Travel Authorization Form

NAME \_\_\_\_\_ DATE \_\_\_\_\_

SENMC NUMBER \_\_\_\_\_ INDEX \_\_\_\_\_

DESTINATION \_\_\_\_\_

PURPOSE OF TRIP REQUEST \_\_\_\_\_

DEPARTURE DATE \_\_\_\_\_ TIME \_\_\_\_\_

RETURN DATE \_\_\_\_\_ TIME \_\_\_\_\_

TRAVELERS SIGNATURE \_\_\_\_\_

SUPERVISORS SIGNATURE \_\_\_\_\_

APPROVED            YES \_\_\_\_\_ NO \_\_\_\_\_

#### SUPERVISORS REASONS FOR NOT APPROVING

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WILL YOU BE LEAVING YOUR PERSONAL VEHICLE ON CAMPUS?    YES \_\_\_\_\_ NO \_\_\_\_\_

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ YEAR: \_\_\_\_\_ COLOR: \_\_\_\_\_

CAMPUS PARKING STICKER # \_\_\_\_\_

NOTES: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



**Off Campus Travel Request**

Date \_\_\_\_\_

Name \_\_\_\_\_

SENMC ID# \_\_\_\_\_

Travel Destination \_\_\_\_\_

Index# \_\_\_\_\_

Email \_\_\_\_\_

Purpose of Trip \_\_\_\_\_

Departure Date \_\_\_\_\_

Time \_\_\_\_\_

Return Date \_\_\_\_\_

Time \_\_\_\_\_

**ESTIMATED COST OF TRIP**

**Meals:** 1st Day 75% \_\_\_\_\_ **Total** \_\_\_\_\_

Day 2(and so forth)100% Per diem rate \_\_\_\_\_ X # of days \_\_\_\_\_ **Total** \_\_\_\_\_

Last Day 75% \_\_\_\_\_ **Total** \_\_\_\_\_

**Lodging:** Per diem \_\_\_\_\_ Conf. rate \_\_\_\_\_ X # of days \_\_\_\_\_ **Total** \_\_\_\_\_

**Auto:** \_\_\_\_\_ Official \_\_\_\_\_ Miles @ \_\_\_\_\_ per mile **Total** \_\_\_\_\_

\_\_\_\_\_ Private \_\_\_\_\_ Miles @ \_\_\_\_\_ per mile **Total** \_\_\_\_\_

\_\_\_\_\_ Rental **Total** \_\_\_\_\_

Rental Rate (private vehicle) \_\_\_\_\_ Miles/22 X \$ per gal. + \$65 per day **Total** \_\_\_\_\_

**Registration Fee** \_\_\_\_\_ **Membership Fee** \_\_\_\_\_ **Total** \_\_\_\_\_

**Airfare:** \_\_\_\_\_ **Total** \_\_\_\_\_

Date of Birth \_\_\_\_\_ Cell Phone # \_\_\_\_\_

**Luggage Fees** \_\_\_\_\_ **Transportation Fees** \_\_\_\_\_ **Total** \_\_\_\_\_

**Other:** \_\_\_\_\_ **Total** \_\_\_\_\_

**Other:** \_\_\_\_\_ **Total** \_\_\_\_\_

**ESTIMATED COST OF TRIP** **Total** \_\_\_\_\_

Would you like a travel advance? Yes \_\_\_\_\_ No \_\_\_\_\_

Notes: \_\_\_\_\_  
 \_\_\_\_\_