



**BENNETT COLLEGE
GREENSBORO, NORTH CAROLINA 27401
INSTITUTIONAL
REQUEST FOR AUTHORIZATION OF TRAVEL**

Name: _____ Department: _____ Phone: _____

Faculty _____ Staff _____ Student _____ Other _____

Destination: _____

Purpose of Travel: _____

Departure (Date and Time): _____ Return (Date and Time): _____

Additional Travelers? No _____ Yes _____ If more than one, attach a list of names

MODE OF TRANSPORTATION (Check) Air _____ Rental Car _____ Private Car _____ Other _____

ESTIMATED COST (Please attach cost justification, registration forms, hotel confirmations, airfare confirmations, etc.)

Please use A WAY TO GO TRAVEL for airfare/rental car <http://wftc1.e-travel.com/plnex> create your own username & password or call Mardy Murray at 293-8690

	Amount	Budget Control Number
Transportation (Airfare/Rental Car)	\$ -	
Hotel/Lodging (Name of the hotel):	\$ -	
* Meals (not for 1 day trip)	\$ -	
Registration	\$ -	
Gas Card	\$ -	
Other Expenses (parking, taxi)	\$ -	
** Mileages (only for private cars)		
no. miles <input type="text" value="0"/> at \$ <input type="text" value="0.4500"/>	\$ -	
TOTAL	\$ -	

Amount of Disbursement Request(for personal credit card charges) _____ Date needed: _____

Amount of Travel Advance Requested: \$ - Payee: _____

Current Funds Available _____

SIGNATURES:

Requester _____ Date _____

Activity/Program Director _____ Date _____

Vice President/President _____ Date _____

Sponsored Programs _____ Date _____ Grants & Contracts Accountant / Date _____

Vice President Business & Finance _____ Date _____

*90% of the federal rate <http://www.gsa.gov/portal/catego> enter federal rate _____ x 90% this is your rate \$ - per diem
 go to and apply 90% <http://www.gsa.gov/mie> for meals and incidental expense breakdown (breakfast, lunch, dinner)
 ** 90% of the federal rate <http://www.gsa.gov/portal/conten> enter federal rate 0.5000 x 90% this is your rate 0.4500 mileage rate

Supporting documentation must be attached to the Request for Authorization of Travel