

TRAVEL PROPOSAL GUIDELINES

Authorization for travel will not be granted and expenses will not be reimbursed unless the travel is made and reimbursement claimed in accordance with these guidelines.

All employees must obtain prior authorization for travel from their immediate supervisor. Supervisors will then forward proposals to the Administration office. Travel proposals must show the purpose of the trip, destination, date of departure and return, mode of transportation and estimated expenses. Attach a leave form when submitting a Travel Proposal.

TRAVEL PROPOSAL

Submitted by: _____ T Number: _____

Purpose: _____

Place: _____

Method of Travel: _____ Dates: _____

Mileage _____ Miles @ _____ Total: _____

Air Fare: _____

Car-rental Fee: _____

Lodging: Number of Nights _____ @ _____

Meals: Number of Travel Days _____ @ _____

Number of Full Days _____ @ _____

Registration Fee: _____

Fuel: _____

Parking: _____

Miscellaneous: _____

TOTAL: _____

Approved: _____ Date: _____

Approved: _____ Date: _____

General Travel Policies and Procedures:

http://www.tntech.edu/files/adminpandp/Accounting/Accounting_Policies_and_Procedures.pdf

Per Diem Rates:

<http://www.gsa.gov/portal/category/21287>