

**Northland Community & Technical College
Out of State Travel/Special Expense Approval/Authorization**

Out of State/International Travel

Name(s) of Employee(s) Taking Trip: _____

Purpose of Travel/Event (attach copy of agenda if applicable): _____

Destination: _____ Dates of Travel: _____

Mode of Travel: Air Private Automobile Motor Pool Vehicle Other: _____

Contact person: _____ Phone _____ Date Prepared: _____

(if different than "requested by")

Itemized Estimate of Costs

AIRFARE:	\$ _____	x _____	= \$ _____
	Round trip per person	Number of people	
LODGING:	\$ _____	x _____ x _____	= \$ _____
	Per night per person	# of nights # of people	
MEALS:	\$ _____	x _____ x _____	= \$ _____
	Per day per person	# of days # of people	
REGISTRATION FEE:	\$ _____	x _____	= \$ _____
	Per person	Number of people	
MEETING MEAL EXPENSE:	\$ _____	x _____	= \$ _____
	Per person	Number of people	
OTHER (specify):	\$ _____		= \$ _____
TOTAL ESTIMATED COST			= \$ _____

Cost Center #: _____ Cost Center Title: _____ Amount \$ _____

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Justification: Explain in detail why trip is in best interest of MnSCU.

Traveler Signature _____ Print Name _____ Date _____ Phone _____

NCTC President _____ Date _____

* Request for Permission to be Absent from Regular Duty must be completed.

Special Expense

Name(s) of Employee(s) Requesting Approval: _____

If special expense request is for food and/or refreshments at a meeting, attach list of attendees/invitees and tentative agenda. Copy of final agenda and list of attendees must be submitted with invoice.

Approval is requested for the following ("x" all that apply):

- Meal which exceeds maximum allowed per bargaining agreement
- Meal for individual within work area attending meeting or conference
- Meal and/or refreshments (coffee, tea, or soft drinks) for group at meeting or conference
- Conference and registration fee in excess of \$1,000
- Name of event and sponsor of event (attach copy of agenda): _____
- Location of event: _____ Date(s) of event: _____
- Lodging within work area
- International Travel
- Other special expense (specify description, quantity, unit cost, total)

Justification: Explain in detail why this special expense is in best interest of MnSCU.

Requester Signature _____

Attach copy to expense report or requisition for purchase.

Supervisor _____ Date _____