Fill out “Authorization for Travel/Absence from Campus” form. These can be found in the business office or the Office of Academic & Student Affairs. Attach supporting paperwork with the appropriate signatures. Submit to the Office of Academic Affairs at least ***10 days prior*** to travel. Once the form is approved. You will receive a copy in your mailbox. You are then free to continue with your travel arrangements.

**Taking college car?**

**Taking the college van?**

**Are students traveling?**

**Fees to be prepaid?**

**Registration, etc.**

**Overnight travel?**

If no, no further action.

If yes, coordinate with the NFC Business Office to use an NFC credit card to complete reservation.

**NOTE:** ***Hotel reservations for most state meetings have a deadline date for the special rate. Be sure and make reservations prior to rate cut-off date.***

If no, no other action needed.

If yes, fill out the vehicle request form and attach it to the authorization for travel form. Once you are approved you can then take the form to Linda English in the maintenance department and reserve the vehicle.

If no, no further action.

If yes, fill out requisition and attach supporting paperwork and appropriate signatures, submit with authorization for travel. Requisition form available on the Faculty Resources page.

**STUDENTS WHO TRAVEL FOR FIELD TRIPS AND OFF CAMPUS ACTIVITIES SHOULD COMPLETE A LIABILITY RELEASE FORM. THIS FORM SHOULD ALSO BE ATTACHED TO THE TRAVEL AUTHORIZATION.**

 **Return from Travel**

Once you return from your trip, if you need to be reimbursed for travel, complete and sign “Per Diem and Other Than Local Mileage Voucher Form”. Attach any receipts to the form and have department chair or supervisor sign the form. Also attach “Travel Reimbursement Form” with your signature and department chair or supervisor signature. **DO NOT FILL OUT THE FORM, ONLY SIGNATURES.** Both forms are located on the Faculty Resources page, under forms. When completed submit to Business Office.