INSTRUCTIONAL STUDENT TRAVEL AUTHORIZATION FORM  
(Revised September 2018)

To be completed and submitted to FIDC BEFORE taking a trip.

I. Name of Requestor: Date:  
Name of Dept/Office:  
Number of students attending:  
Names of students attending (may attach separate list):

II. Purpose of Travel (If it is a meeting/workshop/course, provide the name. Also attach relevant material, if necessary.):

Destination of Travel:

Dates of Travel:

III. Budget

A. Transportation Cost Estimate. You MUST complete an estimate for one of the below five modes. If one of the five is not indicated you MUST explain how you are traveling to and from your destination. In addition, if an auto is being driven to/from the airport/train station, for example, that must be indicated as well. Vehicles may be reserved using the following form:  
https://department.monm.edu/is/forms/BusinessOffice/PDFs/vehicle-reservation.pdf

<table>
<thead>
<tr>
<th>Mode</th>
<th>From</th>
<th>To</th>
<th>Cost Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air</td>
<td>From__________</td>
<td>To____________</td>
<td>$____________</td>
</tr>
<tr>
<td>Train</td>
<td>From__________</td>
<td>To____________</td>
<td>$____________</td>
</tr>
<tr>
<td>Personal auto*</td>
<td>From__________</td>
<td>To____________</td>
<td>$____________</td>
</tr>
<tr>
<td></td>
<td>One-way distance $x2$</td>
<td>x.36* $</td>
<td></td>
</tr>
<tr>
<td>College auto**(.36/mi.)</td>
<td>From__________</td>
<td>To____________</td>
<td>$____________</td>
</tr>
<tr>
<td></td>
<td>One-way distance $x2$</td>
<td>x.36 $</td>
<td></td>
</tr>
<tr>
<td>College van**(.42/mi.)</td>
<td>From__________</td>
<td>To____________</td>
<td>$____________</td>
</tr>
<tr>
<td></td>
<td>One-way distance $x2$</td>
<td>x.42 $</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>From__________</td>
<td>To____________</td>
<td>$____________</td>
</tr>
</tbody>
</table>

* (personal auto can only be used if a college auto is not available; use $.20/mile for gas only if college auto is available, yet using personal auto).  
** (reserve vehicle with physical plant)

(see reverse)
B. Other Expenses

Registration Fees: \[ \text{\$} \underline{\text{_______}} \times \text{Number of registrants} \underline{\text{______}} = \text{\$} \underline{\text{___________________}} \]

Meals: \( \frac{1}{2} \) day trip
\[ \text{Number of people} \underline{\text{______}} \times \text{\$12 } = \text{\$} \underline{\text{__________________}} \]
(6 hours or less)

\[ \text{Full day trip} \quad \underline{\text{______}} \text{days} \times \text{Number of people} \underline{\text{______}} \times \text{\$18} = \text{\$} \underline{\text{____________________}} \]

Lodging:
\[ \underline{\text{______}} \text{nights} \times \text{\$} \underline{\text{______}} \times \text{Number of rooms} \underline{\text{______}} = \text{\$} \underline{\text{____________________________}} \]

Parking:
\[ = \text{\$} \underline{\text{_________________________}} \]

Other:
\[ \underline{\text{______________________________}} = \text{\$} \underline{\text{_________________________}} \]

TOTAL OVERALL ESTIMATE (A Transportation + B Other)
\[ = \text{\$} \underline{\text{_______________________}} \]

IV. Approval FIDC Travel Manager \[ \underline{\text{_______________________________}} \text{Date} \underline{\text{____________}} \]