

Northeast Alabama Community College
REQUEST FOR OUT-OF-STATE-TRAVEL

In addition to the *Employee Leave Request* form, complete the form below to request prior approval for out-of-state travel. **Both the *Employee Leave Request* and this form must be submitted at least three weeks prior to the anticipated date(s) of travel. Personnel will not be reimbursed for any travel that is not approved by the NACC President prior to the travel.**

SECTION I: To be completed by employee

Employee: _____ Today's Date: _____

Date(s) of Requested Leave: _____

Purpose: _____ Destination: _____

How will this travel benefit you professionally in the performance of your job?

How will the knowledge/training gained from this travel be shared with students and/or colleagues?

List other out-of-state travel that you have requested during the current academic calendar year. Include the travel purpose and the date(s) of the travel for each item.

List additional out-of-state travel that you plan to request for the remainder of the current academic year. Include the travel purpose and the date(s) of the travel.

What are the anticipated costs of this travel? Provide specifics cost estimations for transportation, conference fees, hotel accommodations, food expenditures, and additional expenses.

Transportation _____ Conference Fee _____ Accommodations _____ Meals _____ Miscellaneous* _____ **TOTAL** _____

*Provide detail of miscellaneous expenditures:

Faculty only: Explain how any instructional time lost will be accounted for and made up to your students.

SECTION II: To be completed by president

Approved Denied

President's Signature

Distribution: Original – Employee Leave File in President's Office Copy – Employee