



making things happen...

Student Activities / Student Senate Office
Siek Campus Center Room 210
80 Vandenberg Avenue, Troy, New York 12180
Phone: (518) 629-7348 / Fax: (518) 6297496
(518) 629-HVCC / www.hvcc.edu

TRAVEL AUTHORIZATION

All travel authorization forms must be submitted to the Student Activities Office before any disbursements can be made. All purchase orders must be approved by the Director or Assistant Director of Student Life.

Name: _____ Dept./Club _____

Destination(s): _____

Purpose: _____

Anticipated Departure: Time: _____ Date: _____

Anticipated Return: Time: _____ Date: _____

SPECIAL REQUESTS

Airline Reservation: Y [] N []

Hotel Reservation Guaranteed: Y [] N []

Train Reservation: Y [] N []

Name: _____

Registration: Y [] N []

Address: _____

Amount: \$ _____

Phone #: _____

Payable To: _____

(Attach Any Required Forms)

Address: _____

(Attach Any Required Forms)

Lodging:

Number of Days: _____ at _____ Total Lodging: _____

Miscellaneous and Other Transportation Expenses: 1. _____ \$ _____

2. _____ \$ _____

3. _____ \$ _____

The Student Activities Office does not give reimbursements.

By signing this document I acknowledge receipt of money for expenses pertaining to a Student Senate sponsored event and also agree to return all receipts pertaining to all expenditures outlined above. I understand that Taxes will not be reimbursed to any vendor in New York State and that use of this organization Tax Exempt Form must be pre-approved. Failure to comply with the above will result in loss of future Student Senate funding.

Individual Making Request: _____ Date: _____

Approvals: _____ Date: _____

(Director or Assistant of Student Life)

Please Submit ALL copies to the Student Activities Office, CTR 210

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