

# Guam Community College Travel Request/Authorization

TA No.

1. TO <b>MATERIALS MANAGEMENT/ FINANCE &amp; ADMINISTRATION</b>	2. FROM (Division/Department)	3. REQUEST DATE:
4. NAME OF TRAVELER	5. TITLE	6. BUDGET ACCOUNT CODE (FOAP)
7. TRAVEL DESTINATION(S):  FROM:  TO:		8. APPROX. LENGTH OF TRAVEL (DAYS)
10. DESCRIBE ROUTE PLANNED:		9. DATE TRAVEL COMMENCES

11. PURPOSE OF TRAVEL (Describe in Full - use reverse side if more space is required)

12. TRAVEL ADVANCE REQUIRED (Attach memo requesting for any travel advances):

13. SIGNATURE OF TRAVELER	DATE	14. SIGNATURE OF SECTION HEAD (Include Name and Title)	DATE
15. SIGNATURE OF DIVISION HEAD (Include Name & Title)	DATE		

16. ESTIMATED TRAVEL COST	17. PAYABLE TO (Complete Name & Address)
A. TRANSPORTATION COST	
B. CONFERENCE/MEETING COST	
C. PER DIEM:	
D. MISCELLANEOUS	
TOTAL COST	

NOTE: Travel Policy specifies that airline tickets and meeting costs are to be paid through the Guam Community College Corporate Card, with minimum exceptions.

18. CERTIFICATION OF FUNDS AVAILABILITY: (Fin. & Adm. Div.)  <b>CARMEN K. SANTOS, CPA, V.P., Finance &amp; Admin</b>	19. PRESIDENT'S APPROVAL:  <b>MARY A.Y. OKADA, Ed.D., President</b>
20. RECEIPT OF TRAVEL ADVANCE  Signature	

GCC Form TA

Appendix 2

04/15/08