Instructions for completing the Travel Request Form:

Field 1: Enter your first and last name.
Field 2: Enter the Department Name that you work for.
Field 3: Enter your cost code (unless another department is paying for your trip).
Field 4: Enter the fund. *(Regular travel is charged to fund 4726)*
Field 5: Enter the month, day and year that you will be traveling.
Field 6: Enter the time that you plan on leaving for your trip.
Field 7: Enter the City and State that you will be leaving from.
Field 8: Enter the City and State that you will be traveling to.
Field 9: Enter the date that you will be returning.
Field 10: Enter the time that you expect to return.
Field 11: Enter the city and state that you will be returning from.
Field 12: Enter the city and state and that you will return to.
Field 13: Enter the reason for your travel. If you are attending a conference BE SURE TO INCLUDE THE NAME OF THE CONFERENCE.

How to complete the Estimated Costs section: This section consists of two columns, Direct Billed and Reimbursed. The following rules apply when completing fields 14 through 32.

Rule One: Enter the estimated dollar figure in the Direct Billed column if you are requesting the College pay for the charge. Please note that only the items marked with an asterisk can be paid for by the College in advance.

Rule Two: Enter the estimated dollar figure in the Reimbursed Column if you are going to pay for it yourself and get reimbursed upon return of your trip.

Rule Three: Even if you are requesting a state vehicle, you should always enter the mileage in anticipation that a vehicle is not available.

Rule Four: Always enter the name and phone number of the facility that you will be staying at.

Field 14 or 15: Enter any Air Fare amount that may apply.
Field 16 and 17: Enter the roundtrip mileage that you will be traveling. The amount will update automatically.
Field 18 or 19: Enter the cost of a vehicle rental if applicable.
Field 20 or 21: Enter any miscellaneous transportation costs you may incur if applicable.
Field 22 or 23: Enter any parking costs if applicable.
Field 24 or 25: Enter the cost of registration if applicable.
Field 26 through 30: Enter the number of rooms requested, enter the cost per room, enter the number of nights you will be staying and enter the grand total for all rooms in the appropriate column.
Field 31: Enter the name and phone number of the facility you wish to stay at and provide any discount code information.
Field 32: Enter the total amount of meals for all guests.
Field 33: Enter the name of any additional travelers.
Field 34: *Do you need a vehicle?* Select the appropriate box at the top of the form.
Field 35: Click PRINT to print the form.
Field 36: You sign the form and forward it to your supervisor for approval.
Field 37: Your supervisor will sign the form and forward it to the Business Office or the Professional Development Coordinator or other department head if applicable.
Field 38: The Professional Development Coordinator signs the form and checks the appropriate button and forwards the form to the Business Office.
State of West Virginia
WV Northern Community College
Request for Travel/Vehicle

College-owned vehicles will be used when an employee is required to use a vehicle to conduct business. If necessary, a rental may be used, whichever is most cost effective.

Do you need a vehicle: [ ] Yes [ ] No

Name [ ]

Dept [ ]

Cost Code [ ]

Fund [ ]

Dates and Destination

Date [5]

From [7]

City and State [8]

To [8]

9

From [11]

To [12]

Reason for Travel:

[ ]

[ ]

* Direct Billed costs represent those that the College will pay in advance.

Estimated Costs (complete all that apply)

Direct Billed* Reimbursed

*Air Fare

14

15

*Vehicle Rental

18

19

Parking

20

21

Other Ground Transportation

22

23

Registration Fee

24

25

Lodging $ [27] x [28] nights

29

30

Facility Name and Phone Number:

[31]

Meals: $30 MAX per day In-State (3 meals)

$50 MAX per day Out-of-State

Subtotal Estimated Expenses

$ 0.00

$ 0.00

Grand Total for Trip

$ 0.00

Approval Signatures

Traveler [36] Date

Supervisor [37] Date

Business Office Use Only

Rental-Return rental agreement to Business Office

Personal

Approved for Professional Development [38] Perkins [ ] Perkins [ ] Use 390002
State of West Virginia  
WV Northern Community College  
Request for Travel/Vehicle

College-owned vehicles will be used when an employee is required to use a vehicle to conduct business. If necessary, a rental may be used, whichever is most cost effective.

Do you need a vehicle:  [X] Yes  [ ] No

<table>
<thead>
<tr>
<th>Name</th>
<th>Dept</th>
<th>Cost Code</th>
<th>Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Smith</td>
<td>Business Office</td>
<td>2001</td>
<td>4726</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dates and Destination</th>
<th>Dates</th>
<th>Time</th>
<th>From</th>
<th>To</th>
<th>City and State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 15, 2007</td>
<td>6 am</td>
<td></td>
<td>Wheeling, WV</td>
<td>Charleston, WV</td>
<td></td>
</tr>
<tr>
<td>Aug 17, 2007</td>
<td>8 pm</td>
<td></td>
<td>Charleston, WV</td>
<td>Wheeling, WV</td>
<td></td>
</tr>
</tbody>
</table>

Reason for Travel:
To attend the Annual Payment Processing Seminar.

* Direct Billed costs represent those that the College will pay in advance.

<table>
<thead>
<tr>
<th>Estimated Costs (complete all that apply)</th>
<th>Direct Billed*</th>
<th>Reimbursed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Transportation</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Air Fare</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Vehicle miles 360</td>
<td></td>
<td></td>
</tr>
<tr>
<td>44.5 cents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$ 160.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Vehicle Rental</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Ground Transportation</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$ 14.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Parking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Membership Fee</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$ 150.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Registration Fee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N of Rooms: 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Lodging $109.99 x 2 nights</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facility Name and Phone Number:</td>
<td>Marriott Town Center - 304-558-5555 Use Code: PPS</td>
<td></td>
</tr>
<tr>
<td>Meals: $30 MAX per day In-State (3 meals)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$50 MAX per day Out-of-State</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$ 180.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal Estimated Expenses</strong></td>
<td>$ 453.96</td>
<td>$ 490.20</td>
</tr>
<tr>
<td><strong>Grand Total for Trip</strong></td>
<td>$ 944.16</td>
<td></td>
</tr>
</tbody>
</table>

Other Person(s) Traveling:
Janet Thomas

Approval Signatures:
Traveler: John Smith  8/1/07  
Supervisor:  8/1/07  
Business Office Approval:  8/4/07

Vehicle Assignment:  Honda  
State Vehicle Assigned:  
Rental-Return rental agreement to Business Office  
Personal

Approved for Professional Development:  Mr. Professional Dev.  
Perkins  
Use 390002