

Notes for use in the Travel Authorization form in FMS

Include this information, as requested by the District Travel Committee and the MCC Fiscal Office:
(copy and paste and fill in the following in the Notes section - instructions p. 9)

1. Job title
2. MCC Campus location (SD or RM)
3. MCC Department/Program name
4. Name of conference
5. Dates-include start and end times
6. City and state of travel
7. Specific dates of personal travel, if applicable
8. Rationale for attending- Describe the business purpose of the travel, and/or how participating in this activity will benefit MCCCCD, improve your performance at your present job, prepare you for greater opportunities within MCCCCD, and support your professional development. Include specific courses you teach with title and prefix.
9. Non-standard items, *if any* (e.g. not requesting registration fees because applying for Salary Advancement after the conference; no lodging expenses due to sharing a room with a colleague)
10. *If cost is more than \$3500*, which office/department is covering the overages
11. Prior Travel (*if applicable*) for the current fiscal year (list amount of reimbursement)
12. The following paragraph regarding pre-approval purchase with personal funds, *if applicable*:

"I have purchased the following (e.g. airfare, registration, hotel reservation, etc.) using personal funds. I accept that the purchase of these items are solely my financial responsibility if any or all of the request is rejected."