



PREPAID TRAVEL

In accordance with:

- Act No. 2000-679, effective August 1, 2000, the college has elected to prepay certain out-of-state travel expenses for persons traveling in the service of the College.
- Act No. 2017-409, effective May 26, 2017, in-state and out-of-state travel expenses may be prepaid by the College for persons traveling in the service of the State.

The prepayment of travel expenses is defined as payments made directly to the vendor on behalf of an employee. The expenses that may be prepaid include only those items for which an invoice may be obtained in advance of the travel for commercial transportation and conference registration.

All requests for prepayment of travel must be made at least 4 weeks in advance of the event in order to allow sufficient time to obtain the required approvals. ALL commercial transportation tickets must be PURCHASED 4 weeks prior to the date of travel. Therefore, proper planning is of the outmost importance.

As the employee on behalf of whom the expenses are being prepaid, I understand that in accordance with the Act referred to above, I am responsible for the timely reimbursement of the prepaid expenses in the event that the trip is not made due to personal, professional, or business reasons. I further authorize the withholding of prepaid expenses from any compensation due me that has been paid and the trip not made because of termination of services. I HEREBY CERTIFY that the prepaid expenses are for travel on official College and/or State business.

The following items are being prepaid for commercial transportation or registration fees:

VENDOR	EXPENSE TYPE (Commercial Transportation/Registration Fees)	AMOUNT
		\$
		\$
		\$
	TOTAL:	

EMPLOYEE:

Employee Name

Employee # Department Title

Employee Signature

Date

APPROVAL:

Immediate Supervisor

Administrator/Authorized Designee

Chief Financial Officer

Date

ATTACH PREPAID TRAVEL FORM TO THE TRAVEL REQUEST FORM