

NEW RIVER COMMUNITY
COLLEGE AIRLINE AND RAIL
TRAVEL ONLY

Date: _____

Name: _____

Departure Date: _____ Destination: _____

Name of Meeting and/or Purpose: _____

VCCS Sponsored: _____ Yes _____ No

AIS Department to charge: _____ Amount _____

Signature of Traveler

Signature of Traveler's Supervisor

Regulations and Procedures

Please complete this form and return it to the Business Office immediately after making reservations so the tickets can be purchased.

Please forward a copy of your ticket to Melissa Eagle in the Business Office as soon as you receive them.

Only coach or tourist class accommodations will be reimbursed. First class tickets will be reimbursed only in cases of emergency. The nature of the emergency must be stated on the Travel Expense Reimbursement Voucher.

Please report or return any unused portion of airline ticket to the Business Office.

Please contact the Business Office if you have any questions about State Travel Regulations.