

Employee Travel Authorization Request

Select one: Day Trip (no overnight stay) Extended Trip

Submitted by: _____ Date Submitted: _____ Department: _____

Name of Traveler(s):* _____

Full name as written on government-issued ID

*If any travelers have not traveled for the ministry before, please ensure they complete a [Traveler Information Form](#).

Departure Date: _____ Return Date: _____ Destination (City/State): _____

Reason for Travel, Justification/Business Purpose:

Estimated Trip Costs:

Hotel (standard room, refundable rate): \$ _____ Average Daily Rate \$ _____ x _____ Night(s)

Flight (economy, non-refundable rate): \$ _____

Rental Car (basic vehicle to meet need): \$ _____

Personal Vehicle (see mileage rate on Employee Services): \$ _____ Provide justification in special exceptions box.

Conference/Seminar/Training Fees: \$ _____ Yes No Fee is already paid.

Other: \$ _____

Total Cost \$ _____

(Costs for meals coverage will be calculated when travel is booked based on ministry approved standards. Meals, gas, etc., are not needed in this total.)

"I certify that this travel is missional, anticipated, and within budget."

Supervisor Approval: _____

Day and Extended Trip authorization

Yes No Schedules for hourly employees were adjusted to avoid overtime.

Any special exceptions:

Administrator Approval (optional): _____

President or Designee Approval: _____

Extended Trip authorization only

After signing, please send to Abeka Travel Coordinator (travelcoordinator@abeka.com) if traveling for Abeka (conventions, in-service meetings, field reps, educational consultants, Print Shop, Distribution Center, or Abeka Office).

Otherwise, send to PCC Travel Coordinator (travelcoordinator@pcci.edu).

Travel Details:

Estimate cost by researching desired flights. Do not complete the reservation.

Driving: Yes No *(If yes, select option below.)*

Cashier Office Car or Minivan

Transportation Dept. Vehicle *(Must be reserved 5 days before travel start)*

Rental Car*

Standard/Mid-Size Car Minivan Other *(note in Comments below)*

**If rental car is not associated with a flight, include location and desired pickup/drop-off times in Comments below.*

Personal Vehicle

Flying: Yes No *(If yes, complete rental car and flight information below.)*

Rental car needed at destination? Yes No

Flight 1:

Departure Information

Departure airport: _____

Departure date: _____

Departure time: _____

Destination airport: _____

Arrival time: _____

Return Information

Departure airport: _____

Return date: _____

Return time: _____

Destination airport: _____

Arrival time: _____

Flight 2 *(if needed):*

Departure Information

Departure airport: _____

Departure date: _____

Departure time: _____

Destination airport: _____

Arrival time: _____

Return Information

Departure airport: _____

Return date: _____

Return time: _____

Destination airport: _____

Arrival time: _____

Hotel: Yes No *(If yes, complete hotel preference below.)*

Hotel 1:

Hotel preference: _____ City/State: _____

Check-in date: _____ # of nights: _____ Check-out date: _____

If the hotel offers a special discounted rate, provide link or information in the Notes/Comments section for booking.

Hotel 2 *(if needed):*

Hotel preference: _____ City/State: _____

Check-in date: _____ # of nights: _____ Check-out date: _____

If the hotel offers a special discounted rate, provide link or information in the Notes/Comments section for booking.

Notes/Comments: