

NEW RIVER COMMUNITY COLLEGE

AIRLINE 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 Sheryl Carter 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.