



Departure Date:

Return Date:

Travelling Instructor(s) Name:

Department:

Class Name/Section:

GL account number:

[Note: This should be Fund 12, Your Department, and Object 8201 – if the students pay for it within their Course Fees]

Does Fiscal Need to book your travel?

Yes:

No:

[Note: Please fill out the Hotel Reservation Form & Airline Reservation Form as needed]

Do you need to check-out a P-Card for Travel?

Yes:

No:

[Note: Please fill out the Request Hocking College Institutional P-Card Form as needed]

APPROVAL (The requisition should be reviewed by the unit head or department chair)

Requestor Signature

Printed name

Date

Signature of Dean/Dept. V.P.

Printed name

Date

Finance & Administration Signature

Printed name

Date