



Authorization for Special Travel Circumstances

Employee		Date	
Title		Division/Dept.	
Destination		Dates of Travel	

I request approval for the following special travel circumstances:

Check all that apply:

☐ **Vehicle Rental for Out-of-State Conference/Meeting Travel – Provide Justification Below:**

☐ **Other Special Expenses as per [Delgado Travel Procedures](#) (Alternative transportation mode other than air travel, etc.) – Provide Justification Below:**

☐ **Travel Expense Sponsored by Other Entities (Complete, sign, and attach [Board of Ethics Form 413](#) as per [Delgado Travel Procedures](#). If approved by Chancellor, employee is responsible to submit certification to Board of Ethics within required timeline.) – Provide Justification Below on how travel directly benefits the College and/or will enhance employee's knowledge or skills as it relates to the performance of his or her job duties. Include name and contact information of entity/vendor/potential vendor paying for the travel expense:**

I certify that these expenses are necessary for college operations. I understand that I must submit required certifications or submit additional documentation, if applicable. I am also prepared to document and justify in the event of auditor's request.

Employee's Signature

1. *Approved:* _____
Immediate Supervisor Date
2. *Approved:* _____
Vice Chancellor/Dean (as appropriate) Date
3. *Verification of State Travel Regulations Applied:*

Accounts Payable Office – Travel Specialist Date
4. *Approved:* _____
Chancellor Date