This form must be submitted to Human Resources 2 MONTHS prior to your event. Pre-Approval is required BEFORE you can register or make reservations for the activity. If you do not receive prior approval, you will not be eligible for pre-payment and/or reimbursement.

Purpose of activity: (Please attach back-up information about your activity)

Activity date(s): ______________________

Estimated expenses:
- Registration/fees: ____________________
- Transportation: _____________________
- Accommodations: ____________________
- Meals: ______________________________
- Other: ______________________________
- TOTAL: ______________________________

Required Signatures:
_________________________  _______________________
Employee- Name (Please Print)  Department Head/Supervisor

_________________________
Employee Signature

_________________________
Date

☐ Approved

☐ Denied

College President  Date