



Date Request Submitted:

Revision Date:

Credit Card Authorization Form Attached: Y N

CONFERENCE/BUSINESS TRAVEL REQUEST

- 1) This form must be submitted for approval of all conference or business travel no fewer than ten days prior to the event.
- 2) Mileage claims must be accompanied with Google Maps or Mapquest attached with defined start and end points.
- 3) For any air, train, and rental car reservations that require the Nassau BOCES Credit card, Business Services will complete the reservation upon submission of an approved Corporate Credit Card Reservation Form (available on the web site under Employees).
- 4) Hotel reservations must be held with your personal credit card to secure the government rate. You must then send the Corporate Credit Card Reservation Form with the reservation number on it so that Business Services can transfer the reservation over to the Nassau BOCES Credit Card. Charges other than lodging (such as food and parking) are to be paid personally and submitted with original, itemized receipts for reimbursement.
- 5) Car rentals – get quotes from Avis, Budget, and Hertz only. Decline all additional insurance, pre-paid gas and additional options as they will not be reimbursed.
- 6) For out-of-state travel, this form must also be signed by the Deputy or District Superintendent.
- 7) All Conference/Business Travel Requests for Cabinet members must be approved by the Deputy or District Superintendent.
- 8) Conference brochures and business meeting agendas should be attached to this request to prove attendance.
- 9) Airline and car rental reservations must include 3 quotes and accompany this request in order for the request to be approved.
- 10) A copy of your approved CBTR form must be attached to all requisitions and claims associated with this request.

Employee E-Mail:

Name	Attendee’s Title	Dept.
Sponsoring Organization		
Conference/Meeting Title		
Conference/Meeting Dates	-	Location
Purpose of attending		
Adv. Pmt. Required on PO?:	Y N	Adv. Pmt. Due Date:

TRAVEL COSTS

Using a BOCES vehicle?y	N	Miles	Rate	Amount	Input Req. or PO #
Claiming Mileage? - Y	N				below if available
Airfare - Airline Name					Req. # PO#
Taxi / Rental Car / Tolls					
Lodging - Hotel Name					
Meals					
Registration Fee					
Other (Specify)					

TOTAL ESTIMATED COST ----->>>

Requestor Signature: _____	Contact Person: _____	Ext. _____
	Contact EMail: _____	
Supervisor Approval: _____	Date: _____	
Departmental Approval: _____	Date: _____	
Superintendent's Office Approval: _____	Date: _____	

Comments:

TRAVEL TIPS

- Follow the instructions on the form and fill it out as completely and as accurately as possible
- Submit it at least 10 days prior to the event
- Mileage support from Google Maps or MapQuest is required when submitting the form

Deduct your daily commute for mileage calculation as follows:

All day event: submit mileage from HOME to EVENT to HOME and deduct your normal commute.

Partial day event: if you travel from home to the event or from the event to home - deduct mileage for your normal commute between HOME and WORK LOCATION.

Intra-Day Event: submit mileage from WORK LOCATION to EVENT to WORK LOCATION.

- If a Purchase Order (PO) is required – start the process early
- Pre-payments must be noted in the SPECIAL INSTRUCTIONS section of the PO
- If the Nassau BOCES Credit Card is required for bookings, the approval form is located here:
<https://www.nassauboces.org/site/handlers/filedownload.ashx?moduleinstanceid=5460&dataid=20802&FileName=Corporate-Credit-Card-Purchase-Request-Form.pdf>
- The Credit Card Reservation form is located here:
https://www.nassauboces.org/site/handlers/filedownload.ashx?moduleinstanceid=5460&dataid=6182&FileName=Corp_Credit_Card_Reservation_Form_10-25-18.pdf
- Food limits: \$20 breakfast, \$25 lunch, \$50 dinner with a \$75 daily limit (including taxes and gratuities) Alcohol and tips exceeding 20% are not reimbursable
- If a BOCES vehicle is not available, use of your personal vehicle is allowed
- Link to “Helpful Hints to Book BOCES Travel” <https://www.nassauboces.org/Page/9798>
- All forms are located on the EMPLOYEES section of the website under Quick Links – “Forms”