



Date Request Submitted:

Revision Date:

Credit Card Authorization Form Attached: Y N

## CONFERENCE/BUSINESS TRAVEL REQUEST

### Instructions

- 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 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, the Conference/Business Travel Request (CBTR) 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.
- 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

Miles	Rate	Amount	Input Req. or PO # below if available
			Req. # PO#

Claiming Mileage? - Y N

Airfare - Airline Name

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: \_\_\_\_\_

Executive Director Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Associate Superintendent Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Deputy/District Superintendent 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%20Credit%20Card%20Reservation%20Form%201-8-19.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”