The College at Brockport, Office of Academic Affairs
Worksheet for Estimated Travel Expenses
Submit with your Pre-Approval Form

TRAVEL POLICIES:  http://www.brockport.edu/pps/travel/

1. Name:
2. Title:
3. Department:
4. Destination:
5. Dates of Travel:
   Departure Date:  Return Date:
6. Conference/Workshop Presenting/Attending:
   ______________________________________________________________

7. Estimated costs of travel:
   $___________ Lodging
   $___________ Transportation – Air Fare
   $___________ Transportation – Personal Car Mileage
     _____ Miles @ $0._______ per mile
   $___________ Transportation – Other

   $___________Registration

   $___________ Meals (check per diem rates at
   http://www.brockport.edu/pps/travel/diem_rates.html

   $___________ Other (airport parking, tolls, etc.)

   $___________ Total Estimated Expenses