



The College at  
**BROCKPORT**  
STATE UNIVERSITY OF NEW YORK

## PREPAID AIRFARE REIMBURSEMENT REQUEST

**Only State employees may request an advance on airfare reimbursements**  
**Prepayment requests must be received 4 weeks prior to travel date**

Departure Date:

Destination (City, State):

Requested Reimbursement Amount:

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### Reimbursement Mailing Address:

Name:

Mailing Address:

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Attached is my complete and signed Travel Voucher for my business trip. I purchased my airline ticket with my personal funds in advance so that I could obtain lower-priced airfare and save the campus money. I have enclosed the airfare receipt indicating the method of payment, as well as justification that my travel is for State purposes.

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Signature of Traveler and Date

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Authorized Signer and Date