



Richard Bland College

Request For Travel Authorization- Student Travel

Requestor's Name: _____

Date of Request: _____

Destination: City _____ State _____

Departure Date: _____ Time: _____

Return Date: _____ Time: _____

Purpose of the trip: _____

List of travelers (*attach a separate paper if needed and identify as student or staff*):

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Check what applies:

Overnight travel:

Day Travel:

Fill out what applies:

Registration Fee: \$ _____ Transportation: \$ _____ Gas: \$ _____

Lodging: \$ _____ Meals: \$ _____ Actuals: \$ _____

Over the per diem meal/lodging: \$ _____ GSA per diem \$ _____ Hotel \$ _____ Meal

Justification for over per diem meal, (the President or designee can only approve up to 50% over of per diem and must be prior to): _____

M&IE Rate <https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>

Approval

Requester: _____	_____	_____
Print	Signature	Date

Budget Index: _____ (must be filled out)

Budget Manager: _____	_____	_____
Print	Signature	Date

Cabinet Manager: _____	_____	_____
Print	Signature	Date

Chief Business Officer: _____	_____	_____
Print	Signature	Date

President: _____	_____	_____
(Must sign 3 or more, over per diem or meal) Print	Signature	Date

CC: reimbursements@rbc.edu (Must send)

Revised 6/3/25

Please addition names or explanations, itinerary, totals, etc.