

KINGSBOROUGH COMMUNITY COLLEGE
APPLICATION TO ATTEND MEETING OR CONFERENCE

CUNYfirst EMPLID# _____

NAME: _____ DEPT: _____ TEL: _____ SSN: _____

NAME OF MEETING OR CONFERENCE: _____

LOCATION OF MEETING OR CONFERENCE: _____

DEPARTURE: _____ RETURN: _____

Are you a member of the sponsoring organization? _____

During this period, your KCC assignment will be covered by: _____

Indicate the purpose and the specific capacity in which you will participate, e.g., present a paper, observer, etc.

Estimated Costs of Attendance	Dept. Requisition#	Payment Method	Estimated Expenses
Travel Expenses (Air/Train Fare/Estimated Mileage & Tolls)			
Lodging Expenses & Meals			
Registration Fees			
Incidental @ \$5.00/day			
Miscellaneous: (Itemize)			
TOTAL ESTIMATED EXPENSES			

Other Funding Sources: _____

OVERNIGHT/OUT-OF-TOWN TRAVEL REPORT MUST BE PRESENTED WITHIN 30 DAYS OF CONFERENCE, WITH ORIGINAL RECEIPT AND/OR CANCELED CHECKS FOR ALL EXPENDITURES, CONFERENCE AGENDA AND EMPLOYEE POST ATTENDANCE REPORT.

SIGNATURE: _____

EMPLOYEE: _____

TITLE: _____ DATE: _____

CHAIRPERSON/SUPERVISOR: _____

FOR: \$ _____ DATE: _____

SUPERVISING DEAN: _____

FOR: \$ _____ DATE: _____

In order to be reimbursed, please obtain the chart field string from your department approver