KINGSBOROUGH COMMUNITY COLLEGE THE CITY UNIVERSITY OF NEW YORK OVERNIGHT/OUT-OF-TOWN TRAVEL REPORT

NAME:			DEP	ARTMENT:			
EMPLID NUMBER:			ADDRESS: _				
NAME OF MEETING/CO	NFERENCE:						
LOCATION OF MEETING	/CONFERENCE: _				COUNT	Y:	
LOCATION (Address & Zip code)				DATE	TIME OF DEPAR	TURE	TIME OF ARRIVAL
START:							
RETURN:							
DOCUMENTATION REQUESTRANSPORTATION EXPE	. EMPLOYEE POS		=	· · · · · · · · · · · · · · · · · · ·			
		·c \		TAV 15 "			•
PUBLIC TRANSPO	ORTATION *(Spec	ity):		TAX ID #:			\$
	ENCY NAME*: r END S						\$ \$
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LOCAL TRAVEL -	(Specify):						\$
LOCAL TRAVEL – (Specify):* * IF PAYMENT TO A TRAVEL AGENCY GIVE NAME:							\$
TOTAL TRANSPORTATIO	N EXPENSES:					(1)	<u>\$</u>
ROOM AND BOARD EXP	ENSE (HOTELT	AX ID NUMB	FR:)		
DATES (Specify)	(TOTAL
Air-Fare / Train							
Hotel Only							
Breakfast							
Lunch							
Dinner							
TOTAL ROOM AND BOA	RD EXPENSES:					(2)	\$
MISCELLANEOUS EXPEN	INCIDENT	ALS @ \$5.00 TION FEE:)/DAY				\$ \$
TOTAL MISCELLANEOUS	OTHER: EXPENSES:					(3)	\$ \$
TOTAL EXPENDITURES:					(1) + (2) +		Ś
I hereby certify that the ab expenditures of the above and that the balance there	sums were necessa	ry in the perfo	ormance of my o	luties; that no pa	sbursements actually our thereof has been p	made b	-
EMPLOYEE SIGNATURE:				TITLE:			DATE:
SUPERVISOR SIGNATURE: _				FOR: \$			DATE:
PROVOST SIGNATURE:				FOR: \$			DATE:

EMPLOYEE POST ATTENDANCE REPORT

(Per City of New York Comptroller's Internal Control and Accountability Directive #6)

A brief synopsis of the relevant subject matter covered at the training, education or professional conference must be submitted to the Agency Head of Designee within 14 business days of the employee's return and be available for Comptroller's audit. The synopsis should include, but not be limited to, a description of the benefits that will accrue to the agency because of attendance, the functional areas of the agency impacted, and any action taken or to be taken as a result of attendance. Additionally, the employee must ensure that relevant materials and/or a summary briefing of the information gained at the meeting shared with appropriate members of the agency's staff.	