



HLC Accreditation Evidence

Title: Travel Approval Form

Office of Origin: VP of Administration

2015-16 Perkins Travel Approval Form

This form MUST be completed and all approvals secured for any Perkins related travel before scheduled activity.

Barton Community College	
Traveler's Name(s)	
Conference Title	
Conference Location	
Conference Start and End Date	
Date of Departure and Return	
Travel Purpose (how it contributes to the success of the program)	
Approved Travel Amount	

You will need to provide an agenda/brochure of the conference/training activity. This can be provided with this approval form, or attached to the Professional Development Form that is required upon your return.

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

**** Signature Below Indicate Approval of Trip ****

Supervisor Signature: _____ Date: _____

(This form MUST be signed by all parties and sent electronically to the Perkins Administrator at least one week prior to travel.)