PREPAYMENT AGREEMENT FOR IN STATE AND OUT OF STATE TRAVEL EXPENSES

Effective August 1, 2000, Calhoun Community College may elect to prepay in-state and out-of-state travel expenses. The prepayment of travel expenses is defined as payments made directly to the vendor on behalf of the traveling employee. The expenses that may be prepaid include only those items for which an invoice may be obtained in advance of the travel (i.e., commercial transportation and conference registration). Calhoun will not make payments directly to the traveler.

Prepayment of travel expenses on behalf of an employee should be reimbursed to the College in the event the trip is not made due to personal, professional, or business reasons. If the College is unable to collect the prepayment amount from the vendor, it will be the responsibility of the traveler to reimburse all uncollectible prepayment amounts to the College.

_____ _____

Print Name Conference / Purchase Order #

_____ _____

Traveler's Signature Date

NOTE: Please print and submit this completed form along with invoices/registration form to the Business Office.