



Brooklyn College Non-Tax Travel Authorization & Expense Form

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 Effective Date: January 30, 2020

Travel

 Non-Travel

 Checks to be Picked Up

Business Unit						
Budget Name (Account Name)			Refer Questions To	Telephone Number	Date	
CUNYfirst Chartfields						
Department Number	Program	Fund	Operating Unit	Special Initiative	Fund Source	MP

Payee Information

Payee Name	Address (City, State, Zip Code)	Telephone Number	CUNYfirst EMPLID/Vendor FEIN#
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Purpose of Travel	Destination	Departure Date	Return Date
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Invoice #	Invoice Date	Description	Amount

Authorized Signature

Total

Authorized Signature

For the Fiscal and Business Services Center use only. Do not write below this line.

Voucher Number	Voucher Date	Account Number
Check Number	Check Date	Check Amount
		Checked By