

REQUEST TO TRAVEL
(In State Travel)

NAME: _____

DIVISION: _____

POINTS OF TRAVEL:

FROM: _____

TO: _____
(Event, City, State)

DATE(s) OF TRAVEL: _____

REASON FOR TRIP: _____

ACCOUNT TO WHICH EXPENSES WILL BE CHARGED _____

REGISTRATION FEES: _____

PER DIEM: _____

MEAL ALLOWANCE: _____
(dues paying event only)

LODGING: _____
(dues paying event only)

MILEAGE COST: _____

SIGNATURES/APPROVALS:

Traveler: _____

Immediate Supervisor: _____

Dean Level Supervisor: _____

President, Keith Brown: _____

Alabama Community College Association



2026 ACCA Conference

November 8, 2026 – November 10, 2026

Renaissance Convention Center

201 Tallapoosa St.

Montgomery, AL 36104

Attendee Information

Fill out the information below (Please print or type)

* Dr., Mr., Ms. _____ * First Name _____ * Last Name _____

* Email Address _____

Office Phone _____ Mobile Phone _____

* Are you a first-time ACCA attendee? Yes _____ No _____

The college will register and submit a purchase order for the \$375 fee for all employees approved to attend.

JUSTIFICATION FOR ATTENDING ACCA CONFERENCE IN MONTGOMERY, NOVEMBER 8-10

APPROVED: _____

DISAPPROVED: _____