



Date

TRAVEL REQUEST

(Must be submitted at least 2 weeks in advance of travel date)

Request is respectfully made for authorization of travel for the purpose of:

Travel to City of _____

Mode of Transportation (State Vehicle or POV) _____

Lodging (specify hotel, if known) _____

Date of Departure _____

Date of Return to Home Base _____

Students Traveling: Yes No

ESTIMATED COST:

Transportation _____

Conference Fee _____

Registration Fee _____

Room _____

Meals _____

Other: _____

Taxi: _____

Per Diem _____

TOTAL: _____

Signature

Type or Print Name

Approved _____

Supervisor Signature

Approved _____

Dean of Business & Finance

Approved _____

President

EXPENSES WILL BE PAID FROM:

State Funds Federal Funds

Charge to:

Attach schedule of events and/or agenda for meeting

If traveling in a state vehicle, please contact the Transportation Department to reserve a vehicle.

*Disclaimer: Requesting of a certain vehicle is not guaranteed, but we will do our best to accommodate your request.