



TRAVEL REQUEST

Requested by: _____ Date: _____

Employee: _____ Signature: _____

Travel Begins

Date: _____

Time: _____ am pm

Travel Ends

Date: _____

Time: _____ am pm

APPROVED

- Out-of-State
- Overseas
- Other: _____

Supervisor: _____

Date: _____

Administrator: _____

Date: _____

President: _____

Date: _____

Board of Trustee: _____

Date: _____

TRAVEL PERMISSION REQUEST

I request permission to attend the following meeting:

Name of organization: _____

Location of meeting: _____

Date(s) of meeting: _____

Purpose and benefit of meeting: _____

Note: Travel cost must not be incurred until this document is approved.

*** See AP 7400 for authorized travel expenses and procedures. To be reimbursed all claims must be submitted to the Business Office within 30 days upon completion of trip. Claims recieved after the 30 days will not be paid.**

- | | |
|------------------------|-------------------------------|
| Conference fee request | Lodging request |
| Shuttle request | Meal reimbursement request |
| Airline ticket request | Mileage reimbursement request |
| Rental vehicle request | Parking reimbursement request |

No. of passengers _____ ESTIMATED TOTAL COST OF TRIP: \$ _____

Travel Budget Codes	Funds Confirmed

Additional Comments

INTERNAL USE ONLY

- Action: File/No action requested
 Book travel request
 Check requested (refer to attached requisition)

Comments: _____

Travel arranged by: _____