

Travel Request

Name: _____ Date: _____

Purpose of Travel: _____

Destination: _____ Date of Travel: _____

Amount of Request ~~XX~~ _____

Registration Fee (if any) \$ _____

Hotel and Room taxes
Per day ____ total: \$ _____

Meals (not to exceed \$15 per day)

Transportation

Automobile \$ _____

Miles _____ x .40/mile \$ _____

Airfare/Train/Bus – round trip \$ _____

Taxi/Limousine service \$ _____

Other (please specify) \$ _____

Total Requested \$ _____

Maximum Amount Approved \$ _____

Charge to Account Number _____

Approved by: _____ Date: _____

Submit request to your supervisor at least two weeks in advance. A copy will be returned to you at the same time the request is forwarded to the business office.

You will need to submit a check request to the business office following completion of travel for reimbursement.