

INDIVIDUAL REQUEST FOR TRAVEL FORM

 Type of Travel (Check one): In-State Out-of-State Foreign

 Advance Requested: Yes (Completed Advance Form Must be Attached) No

(Note: Advances are not given for In-State Travel, Lodging, or any other expenses chargeable to a credit card. Advance requests must be received 15 days prior to the requested check date for domestic travel and 30 days prior for foreign travel.)

Employee Name: _____ Empl ID: _____

Title: _____ Office: _____ Day Phone: _____

Dept/Proj #: _____ Acct: _____ Pgm: _____ Fund: _____ Amt(1): _____ -

Dept/Proj #: _____ Acct: _____ Pgm: _____ Fund: _____ Amt(2): _____

Destination: _____

 Purpose of Travel: Instruction Business Professional Development Recruitment

Specific Purpose: _____

Travel Departure Date: _____ Return Date: _____

Dates/Times: Departure Time: _____ A.M. / _____ P.M. Return Time: _____ A.M. / _____ P.M.

 Method of Travel: State Vehicle Private Vehicle Bus Train Plane

Estimated Costs to be charged to PROCARD (informational only do not include in Amt(1) or Amt(2) above) :

Registration:		\$	_____
Lodging:	_____ nights at \$ _____ =	\$	_____ -
Other (specify):	_____	\$	_____
Other (specify):	_____	\$	_____
Total PROCARD Costs		\$	_____ -

Estimated Costs to be reimbursed to Employee (must equal Amt(1) and Amt(2) above) :

* Only list those costs being paid by the University!	Registration:		\$	_____
	Lodging:	_____ nights at \$ _____ =	\$	_____ -
	Meals:	_____ days at \$ _____ =	\$	_____
	Transportation:	_____	\$	_____
	Other (specify):	_____	\$	_____
	Other (specify):	_____	\$	_____
Total Reimbursable Costs		\$	_____ -	

Messages: _____

Authorizing Signatures (All required signatures must be obtained before forwarding to Accounts Payable) :

Dept/Proj Manager(1): _____	Date: _____
Dept/Proj Manager(2): _____	Date: _____
President, VP, Dean, or VP Designee: _____	Date: _____
Grant Accountant (Projects only): _____	Date: _____

Accounts Payable Use Only: Amt Advanced: \$ _____ Check#: _____ Initials: _____



In-State Travel Accounts:

- 040110 In-State Conferences & Training
- 040115 In-State Business Travel
- 040115 In-State Business Travel
- 040125 In-State Student Field Trips
- 040128 In-State Athletic Team Travel
- 040130 In-State Instructional Travel
- 040135 In-State Faculty/Staff Recruitment
- 040140 In-State Student Recruitment

Out-of-State Travel Accounts:

- 040305 Out-of-State Instructional Travel
- 040310 Out-of-State Conferences & Training
- 040315 Out-of-State Business Travel
- 040325 Out-of-State Student Field Trips
- 040328 Out-of-State Athletic Team Travel
- 040330 Out-of-State Faculty/Staff Recruit
- 040335 Out-of-State Student Recruitment

Foreign Travel Accounts:

- 040340 Foreign Conferences & Training
- 040345 Foreign Business Travel
- 040350 Foreign Student Field Trips
- 040355 Foreign Faculty/Staff Recruitment
- 040360 Foreign Student Recruitment
- 040365 Foreign Instructional Travel