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:  
Title:  
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:  

Departure Date:  
Return Date:  

Method of Travel:  State Vehicle  Private Vehicle  Bus  Train  Plane

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<thead>
<tr>
<th>Estimated Costs</th>
<th>Purchase Order</th>
<th>Pro-Card</th>
<th>Travel Card</th>
<th>Employee Reimbursement</th>
<th>Total</th>
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<td>Registration:</td>
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<td>Lodging:</td>
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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:  

AP - 5/12-11