

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 :

		Purchase Order	Pro-Card	Travel Card	Employee Reimbursement	Total
Registration:	_____	_____	_____	_____	_____	-
Lodging:	_____ nights at \$ _____ = _____	_____	_____	_____	_____	-
Breakfast:	_____ days at \$ _____ = _____	_____	_____	_____	_____	-
Lunch:	_____ nights at \$ _____ = _____	_____	_____	_____	_____	-
Dinner:	_____ nights at \$ _____ = _____	_____	_____	_____	_____	-
Fares:	_____	_____	_____	_____	_____	-
Transportation:	_____	_____	_____	_____	_____	-
Mileage:	_____ miles at \$ _____ = _____	_____	_____	_____	_____	-
Parking:	_____	_____	_____	_____	_____	-
Other (specify):	_____	_____	_____	_____	_____	-
Other (specify):	_____	_____	_____	_____	_____	-
Total 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: _____