

INSTRUCTIONS

1. This form is to be submitted in triplicate to the proper university office at least two weeks before proposed time of departure.

2. Travelers will not leave station of duty until formal Approval is received from the Office of the President

3. One copy of approved travel request is to be attached to travel expense statement when submitted for reimbursement.
4. At the discretion of the President the mode of travel may be changed.

5. The University requires all travelers to use the most economical as well as the most direct route. The determination of same is the priority of the University.

Request is Made for Approval for Travel to be Made In—On

No. of Travelers

Duration

Purpose

Place or Places to be Visited

NAMES OF TRAVELERS	APPROXIMATE EXPENSES				DEPARTMENT TO BE CHARGED
	FOOD	LODGING	TRANSPORTATION	OTHER	

FUND

AREA

ORGN

SUB ORGN

OBJ

SUB OBJ

AMOUNT

\$

Availability of Funds

Yes ☐ No ☐

Date

Signed

TRAVEL REQUEST NO

Signature of Applicant

Approved—Department Head/Grant Director/Coordinator

President, Vip's, Etc.

Vice Chancellor for Administration

Remarks