

## REQUEST FOR TRAVEL APPROVAL

			Employee ID Number: <u>N</u>	
Date of Request Name:				
		(city, state, c	country)	
Purpose of Trave	el:			
Date(s) of Trave				
State car			Air Travel	
Personal Car			Rail Travel	
Have you requested a state car?  Ves  No			If yes:   Approved  Denied	
	n of paper. ravel required.	tions and meetings c	of associationsSignature and date	
To be completed	d by the person r	making request and	d approved by person authorizing travel.	
Cost of Travel:		Ex	planations:	
Lodging	\$			
Transportation	\$			
Meals	\$			
Mileage	\$			
Miscellaneous	\$			
Total	\$			
Charge to Account #:			Amount Funded:	
Department Chair Approval:			Date:	
Dean Approval:			Date:	
Fiscal Approval:			Date:	
AVP/President Approval:			Date:	
			OR BUSINESS OFFICE USE ONLY	
			Amount: \$	
			Amount: \$	
Account #:		_ Object:	Amount: \$	