

## **TRAVEL REQUEST PROCEDURE**

### **PRIOR TO DEPARTURE:**

1. **Complete “Request to Attend” portion of form-** At least 2 weeks in advance.
2. **Attach copy of all pertinent information needed for backup-** (i.e. copy of approved Absence From Campus form, event details, hotel information, map of route, etc.)  
**\*Do not make reservations until all required approvals have been met.**
3. **Provide a brief explanation for travel.**
4. **Make arrangements with the Facilities/IT Executive Secretary for district van or rental vehicle.**
5. **Employee Signature**
6. **Vice President Approval-** Signature required.
7. **Business Office Approval-** Required (prior to President’s approval)
8. **President Approval-** Signature required.

### **UPON RETURN:**

1. **Complete “Reimbursement Claim” portion of form-**
2. **Attach copy of all pertinent information needed for backup-** (i.e. copy of approved Absence From Campus form, event details, hotel information, map of route, etc.)
3. **Employee Signature**
4. **Vice President Approval-** Signature required
5. **President Approval-** Signature required

**\*\*** For one day travel times ending after 7:00 p.m., you may be reimbursed for dinner. If meals are provided by your conference please do not include for reimbursement.



## TRAVEL REQUEST FORM

EMPLOYEE NAME: \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_  
 NAME OF ORGANIZATION \_\_\_\_\_ LOCATION \_\_\_\_\_  
 DATES OF ATTENDANCE \_\_\_\_\_ BUDGET TO BE CHARGED \_\_\_\_\_

BRIEF EXPLANATION FOR TRAVEL:

**FOR BUSINESS OFFICE USE ONLY:**

BUDGET:      APPROVED \_\_\_\_\_      DENIED \_\_\_\_\_      DATE \_\_\_\_\_      INITIALS \_\_\_\_\_  
 REASON \_\_\_\_\_      PO# \_\_\_\_\_      CC \_\_\_\_\_

**REQUEST TO ATTEND (MUST BE COMPLETED *PRIOR* TO DEPARTURE)-** Include all required documentation (Refer to *Travel Request Procedure*)

**TRANSPORATION:**

DISTRICT VAN    A \_\_\_ B \_\_\_    1 \_\_\_ 2 \_\_\_  
 RENTAL CAR     \$ \_\_\_\_\_  
 AIRFARE         \$ \_\_\_\_\_  
 PARKING FEES   \$ \_\_\_\_\_  
 OTHER            \$ \_\_\_\_\_  
 TRANSPORTATION TOTAL    \$ \_\_\_\_\_

**LODGING:**

NUMBER OF NIGHTS \_\_\_\_\_  
 NIGHTLY ROOM RATE    \$ \_\_\_\_\_  
 LODGING TOTAL        \$ \_\_\_\_\_

REGISTRATION FEE:        \$ \_\_\_\_\_

CASH ADVANCE             \$ \_\_\_\_\_

(FOR PLANE, LODGING, AND/OR  
 REGISTRATION FEES ONLY)

TOTAL ESTIMATED REQUEST    \$ \_\_\_\_\_

**MEALS:**

DATE	B	L	D	TOTAL

Meal Total    \$ \_\_\_\_\_

EMPLOYEE'S SIGNATURE \_\_\_\_\_

VICE PRESIDENT'S SIGNATURE \_\_\_\_\_

PRESIDENT'S SIGNATURE \_\_\_\_\_

**REIMBURSEMENT CLAIM (PLEASE COMPLETE *AFTER* TRAVEL)**

**TRANSPORATION:**

DISTRICT VAN    A \_\_\_ B \_\_\_    1 \_\_\_ 2 \_\_\_  
 RENTAL CAR     \$ \_\_\_\_\_  
 AIRFARE         \$ \_\_\_\_\_  
 PARKING FEES   \$ \_\_\_\_\_  
 OTHER            \$ \_\_\_\_\_  
 TRANSPORTATION TOTAL    \$ \_\_\_\_\_

**LODGING:**

NUMBER OF NIGHTS \_\_\_\_\_  
 NIGHTLY ROOM RATE    \$ \_\_\_\_\_  
 LODGING TOTAL        \$ \_\_\_\_\_

OTHER EXPENSES:         \$ \_\_\_\_\_

REIMBURSEMENT TOTAL:    \$ \_\_\_\_\_

LESS CASH ADVANCE        \$ \_\_\_\_\_

NET CLAIM                 \$ \_\_\_\_\_

**MEALS:**

DATE	B	L	D	TOTAL

Meal Total    \$ \_\_\_\_\_

\*I certify that the foregoing claim is a true and accurate account of expenses incurred by my attendance at the above meeting.

EMPLOYEE'S SIGNATURE \_\_\_\_\_

VICE PRESIDENT'S SIGNATURE \_\_\_\_\_

PRESIDENT'S SIGNATURE \_\_\_\_\_