



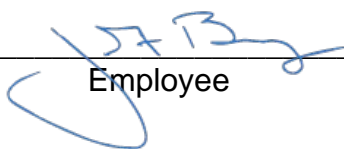

Request for Travel and/or Advance

Location: _____

Name _____ Requested Date: _____

Department: _____ Phone Ext: _____

Expected Expense Coding: _____

Destination – City, State		Departure Date	Return Date
Purpose of Trip:			
Travel Preferences			
Mode of Travel: (circle one) Air / GSA Vehicle / Rental Car / Personal Car			
If personal car is used, please justify:			
Preferred Airline:			
Lodging Requirements:			
Rental Car Company:			
Special Meal Request:			
Other Special Instructions:			
Travel expense report and receipts must be submitted to the finance department within 5 business days from the travel return date.			
Estimated Travel Advances			
*Refer to GSA for current Per Diem and Mileage Rates			
Meals Per Diem: _____ x _____ days First and last day at 75% of daily rate	\$	Tolls/Taxis/Gas/Parking	\$
Personal Mileage _____ x _____	\$	Students meals	\$
Conference Expense	\$	Miscellaneous/Other	\$
Lodging including taxes	\$		
TOTAL CREDIT CARD ADVANCE	\$	TOTAL CASH TRAVEL ADVANCE	\$
Approvals			
(Required for all travel regardless if advance received)			
 Employee		 Department Manager	
Date		Date	
Finance		Administrative Services Director	
Date		Date	