



Travel Request Form

Submit completed form with all required signatures and necessary documentation **prior to travel**. Review our travel policy under the Travel section of our website. Please provide and attach any further explanation/description on a separate sheet; keep copies of all receipts concerning the expenditures listed below.

EMPLOYEE/TRIP INFORMATION

Employee ID #: _____ Phone #: _____ Request Date: _____
 Name: _____ Department: _____
 Departure Address (City, State, Zip): _____
 Destination Address (City, State, Zip): _____
 Departure: _____ AM _____ PM Return: _____ AM _____ PM
 Purpose of Travel: _____
 If vehicle requested: Approved Denied (If denied, please include Vehicle Use Form)
 Additional Passengers: _____

ANTICIPATED EXPENDITURES Totals Travel Card

Registration:

Transportation:

Airfare:

Bus:

Personal Car Mileage: miles @ /mile.....

Rental Car:

Train:

Lodging:

Received: night(s) @ /night

Un-receipted: night(s) @ /night

Meals:

Per Diem (overnight): per Diem(s) @ /each

\$5/\$12 (day trip): breakfast(s) @ /each

dinner(s) @ /each

Incidental Expenses:

Parking: Taxi: Tolls/Bridges: Subway:

Other (explain): _____

TOTAL ESTIMATED COST OF TRIP

Traveler's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

APPROVALS/LIMITS BY FUNDING SOURCE (Including Professional Grants)

Funding Source	Account #	\$ Amount	Authorizing Signature	Date
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**CREDIT CARD LIMIT
INCREASE REQUEST**

Travel Card Credit Limit:
NET Card Credit Limit:

Travel Card Single Amount Limit:
NET Card Single Amount Limit: