

## TRAVEL ORDER

Date: \_\_\_\_\_ Charge to Account: \_\_\_\_\_

Name: \_\_\_\_\_ Destination: \_\_\_\_\_

Purpose: \_\_\_\_\_ Address: \_\_\_\_\_

Date and Time of Departure: \_\_\_\_\_ Date and Time of Return: \_\_\_\_\_

Other members of party: \_\_\_\_\_

**TRAVELING OUT OF STATE IF REIMBURSEMENT FOR TRAVEL OUT OF STATE IS REQUESTED, CHECK BELOW:**

- Travel involved is integrally related to duties assigned. Failure to approve such travel would prohibit performing primary duties. Specify duty under explanation.
- The requested travel authorization is demonstrably required by terms of a contract or grant. Name contract or grant under explanation.   
\*\*\*\* If travel out-of-state is for attendance **Conferences, Conventions or Meetings** of associations and organizations, check below. \*\*\*\*
- Presentation of research findings and/or significant program participation at a meeting or conference, etc. Explain below:
- Officer of sponsoring organization with significant role in conduct of meeting, conference, etc. Name office and organization below:

EXPLANATION: \_\_\_\_\_

**Please Note:** This form must be completed and approved in advance of travel requested. Submit all copies for signature to your appropriate budget holder and then to the Business Office.

**ESTIMATED TRAVEL EXPENSES**

<b>Check, and Provide Necessary Information:</b>	<b>AMOUNT</b>
<input type="checkbox"/> College reimbursement not required.	
<input type="checkbox"/> Travel by College car requested. Estimated mileage: _____	
<input type="checkbox"/> Reimbursement for travel by personal car requested. (Mileage _____ X State reimbursement rate .535 _____)	
<input type="checkbox"/> Travel by personal car requested—No charge to College.	
<input type="checkbox"/> Travel by common carrier (bus, airplane, train).	
Fare.....	_____
Meals .....	_____
Lodging .....	_____
Tolls .....	_____
Dues or Registration Fee (please indicate) _____	_____
Other expenses (please indicate) _____	_____
Total requested by Traveler	_____
<b>Total approved by Budget Holder</b>	<b>\$</b> _____

**REQUEST FOR COLLEGE VEHICLE ASSIGNMENT**

Approved
  Disapproved (No vehicle available)
  Not Applicable

**REQUEST FOR TRAVEL**

<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<p style="color: red; margin: 0;"><b>NOTE: Be sure to submit SIGNED COPY of this form to the Office of Business Affairs.</b></p>	_____
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved		Budget Holder
			_____
			Appropriate Vice President