Accounts Payable Department Employee



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		Travel 1	REQUEST		Date:			
Name:								
Date of Departure:	arture: Time		Date of Return: Time:					
Department Name:		Banner Org. Number:						
All travel requests in In compliance with section 25-3035	(All exceptions	must be approv	ed by the Area	Vice President	.)			
Complete Name of Conference (DO NOT ABBREVIATE)		City/State			ng Date of eeting	Ending Date of Meeting		
Purpose of Travel (If an adva	nce is needed, but co	st of trip will be re	imbursed by an o	utside organizati	on, please explain	y): 		
Employee Signature:		Date:						
AMOUNT		Approvals						
Travel and subsistence nec (a receipt is required for expe for automobile and boar	enditures except			Sign and Date				
Air Travel		Dept. Head/Direc	tor Date	Bud	get Officer	Date		
Automobile								
Hotel Lodging	el Lodging		Area Vice President Date (refer to Approval Limit Schedule)			VP for Business & Finance Date (refer to Approval Limit Schedule)		
Board (Meals)		(rejer to Approvat I	Limit Scheaule)	(reje	r to Approvat Limit S	cneaute)		
Car Rental	Cental		nms/T3 Date		ident	Date		
Registration Fees		ALTERIA 1 1			r to Approval Limit S			
Other (Parking, taxi, etc.)		*The travel advance should Be as accurate as possible in estimating costs, include 70% travel related costs including gratuities, taxis, or any other applicable						
Estimated Cost		paid by the traveler, not travel expenses. expenses paid directly by the university.						
*Travel Advance		COLA (DED CENTO)	OF MILEAGE					
STARTING POINT INTERMEDIAT		STATEMENT OF MILEAGE POINT ENDING POINT		MILE	S RATE/MILE	TOTAL		
STAKTING PUINT	INTERMEDIATI	L I OINI	ENDING POINT	WIILE	NATE/IVILE	TOTAL		
		ACCOUN	TING USE					
FUND BAN		ER ORG			AMOUNT			