Accounts Payable Department Employee



| | | 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 | | | |