



MISSISSIPPI VALLEY STATE
 UNIVERSITY

TRAVEL REQUEST

Date: _____

Name: _____ ID#: _____

Date of Departure: _____ Time: _____ Date of Return: _____ Time: _____

Department Name: _____ Banner Org. Number: _____

**All travel requests involving air transportation must be made three (3) weeks in advance of departure date.
 (All exceptions must be approved by the Area Vice President.)**

In compliance with section 25-3035 Mississippi Code 1942, request is made for authorization to attend the following conference, convention or professional meeting:

Complete Name of Conference (DO NOT ABBREVIATE)	City/State	Beginning Date of Meeting	Ending Date of Meeting
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Purpose of Travel (If an advance is needed, but cost of trip will be reimbursed by an outside organization, please explain):

Employee Signature: _____ Date: _____

AMOUNT	APPROVALS			
TRAVEL AND SUBSISTENCE NECESSARY FOR TRIP (a receipt is required for expenditures except for automobile and board (meals)):	Sign and Date			
Air Travel _____	Dept. Head/Director _____	Date _____	Budget Officer _____	Date _____
Automobile _____				
Hotel Lodging _____	Area Vice President _____	Date _____	VP for Business & Finance _____	Date _____
Board (Meals) _____	(refer to Approval Limit Schedule)		(refer to Approval Limit Schedule)	
Car Rental _____	Sponsored Programs/T3 _____	Date _____	President _____	Date _____
Registration Fees _____			(refer to Approval Limit Schedule)	
Other (Parking, taxi, etc.) _____	*The travel advance should include 70% travel related costs paid by the traveler, not expenses paid directly by the university.		Be as accurate as possible in estimating costs, including gratuities, taxis, or any other applicable travel expenses.	
Estimated Cost _____				

*Travel Advance _____

STATEMENT OF MILEAGE

STARTING POINT	INTERMEDIATE POINT	ENDING POINT	MILES	RATE/MILE	TOTAL

ACCOUNTING USE

FUND	BANNER ORG	OBJECT CODE	AMOUNT