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		TRAV	EL REQUES	Т		Date:		
Name:					_ ID#: _	D#:		
Date of Departure: Time:		Date of Return:				Time:		
Department Name:	Banner Org. Number:							
All reque In compliance with section 25-303	ests for travel advanc (All exceptions : 35 Mississippi Code 1942, re	must be ap	proved by the	Vice Preside	ent/CFO.)	-		
Complete Name of Conference (DO NOT ABBREVIATE)		City/State					Ending Date of Meeting	
Purpose of Travel (If an adv	vance is needed, but cos	st of trip will	be reimbursed b	ry an outside or	ganization,	please explain)	:	
Employee Signature:		Date:						
AMOUNT	•	APPROVALS						
TRAVEL AND SUBSISTENCE NE (a receipt is required for ex for automobile and body	penditures except			Sign ar	nd Date			
Air Travel		Dept. Head	/Director	Date	Budget	Officer	Date	
Automobile								
Hotel Lodging		Area Vice President Date (refer to Approval Limit Schedule)			VP for Business & Finance Date (refer to Approval Limit Schedule)			
Board (Meals)		(rejer to App	rovai Lima Scheau	<i>(e)</i>	(rejer to	Арргова Ени эс	.пешие)	
Car Rental		OSP/T3/Pri	vate Grants Dir.	Date	Preside	nt Approval Limit Sc	Date	
Registration Fees	,	ψ <b>Τ</b> Ι	1 . 1 1 1	1 Po on				
Other (Parking, taxi, etc.)		*The travel advance should include 70% travel related costs paid by the traveler, not Be as accurate as possible in estimating costs, including gratuities, taxis, or any other applicable travel expenses.						
Estimated Cost			aid directly by		expenses.			
*Travel Advance		STATEM	IENT OF MILEAG	GE				
STARTING POINT INTERMEDIATE					MILES	RATE/MILE	TOTAL	
		Acc	COUNTING USE					
FUND BAN		R ORG OBJECT CODE				AMOUNT		