



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 25-3-1 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**

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

TRAVEL AND SUBSISTENCE NECESSARY FOR TRIP
(a receipt is required for expenditures except
for automobile and board (meals)):

Air Travel _____

Automobile _____

Hotel Lodging _____

Board (Meals) _____

Car Rental _____

Registration Fees _____

Other (Parking, taxi, etc.) _____

Estimated Cost _____

*Travel Advance _____

APPROVALS

Sign and Date

Dept. Head/Director _____ Date _____

Budget Officer _____ Date _____

Area Vice President _____ Date _____

VP for Business & Finance _____ Date _____
(refer to Approval Limit Schedule)

OSP/Title III Private Grants _____ Date _____

President _____ Date _____
(refer to Approval Limit Schedule)

*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.

STATEMENT OF MILEAGE

STARTING POINT	INTERMEDIATE POINT	ENDING POINT	MILES	RATE/MILE	TOTAL

ACCOUNTING USE

FUND	BANNER ORG	OBJECT CODE	AMOUNT