

NOTE: Requests for travel must arrive in the Business Office by the Monday before the Thursday on which the advance will be issued. A/P checks are processed every two weeks. Please refer to the Business Office calendar for the next check run.

To the traveler:

- Provide all information requested in Part A.
- Forward this request to the Budget Director responsible for the account to which the travel will be charged.

To the Budget Director:

- Upon approval of this request, complete Part B.
- Forward the completed request to the Business Office, OM Room 108, Campus Box K-147; see deadline information above.

PART A

Name: _____ ID Number: _____ Amount Requested: \$ _____

Purpose of Travel: _____

Date of Departure: _____ - _____ - _____ Date of Return: _____ - _____ - _____

Anticipated Expenses:

Transportation: (circle one) personal car air train other: _____ \$ _____

Meals \$ _____

Lodging \$ _____

Other (please specify) _____ \$ _____

TOTAL \$ _____

IMPORTANT NOTE TO TRAVELERS: A travel expense report must be filed within thirty (30) days after you return. The report must be submitted to the Budget Director who approved this advance.

Signature of traveler: _____

PART B

Signature : _____ Account Number: ____ - ____ - ____ - ____ - ____ Amount: \$ _____