

APPROVAL FOR TRAVEL

Date _____ Amount of Advance \$ _____

Name _____ HUID# _____

Travel Location _____

Purpose of Trip _____

Date of Departure _____ Time Of Departure _____ AM/PM

Date Return _____ Time Of Return _____ AM/PM

ESTIMATED EXPENSES:

Transportation \$ _____
(furnish receipts with report)

Lodging _____
(furnish itemized receipt with report)

Meals _____
(furnish receipts with report)

Gratuities (itemize below) _____

Other (itemize below) _____

TOTAL ESTIMATED EXPENSES \$ _____

**(AIRPLANE & TRAIN ONLY)
REQUISITION FOR TRANSPORTATION**

If Airplane \$ _____ \$ _____ AIRPLANE
estimated cost actual cost (to be completed by travel agent)

*** MUST BE PURCHASED THRU UNIVERSITY TRAVEL OFFICE***

If Train \$ _____ TRAIN

If rental car, estimated RENTED VEHICLE
cost \$ _____

(Request Avis Card from SCHOOL VEHICLE
Treasurers Office or

include rental car cost PERSONAL VEHICLE
in transportation)

BUS

Explanation of Other: _____ OTHER (Explain)

ITEMIZED OTHER: _____

ITEMIZED GRATUITES: _____

Department _____

Account No. Index _____ Fund _____ Org _____ Acct _____ Prog _____

Recommended by:

Chairman or Supervisor

Dean of School (Academic Areas Only)/ Director

APPROVED BY _____

President or Budget Executive

FOR BUSINESS OFFICE USE ONLY

Ref. No. _____

Approved _____
Budget Officer

Approved _____
Treasurer

Date _____

Date _____

* It is expected that funds advanced will be accounted for withn 48 hrs. after each trip.

** Funds advanced are charged to the individual's personal SUSPENSE account. This charge is withdrawn upon receipt of a detailed travel report of funds spent. If detailed travel report is not submitted within 30 days, the charge will be transferred to the individual's personal account and deducted from his/her next salary check.