

Travel Request

___ Instate ___ Out of State

Date

Name of Claimant Employee #

Employee Yes No

Nature of Business

Account Number and Name

Explain Travel (from leave to return; show date and time of start and end of travel objective)

Estimated Leave date and time	Estimated Return date and time
Record Actual Leave date and time here	Record Actual Return date and time here

Cost of Travel		Estimated Cost	Estimated Reimbursement	Actual Reimbursement
Room if paid directly (OTRD or Grants)		<input style="width: 100px; height: 20px;" type="text"/>		
Room	# Nights	Rate		
Meals (per diem)	First Day # 6 hr periods			
	# full days			
	Last Day # 6 hr periods			
Mileage (personal vehicle)				
	Estimated Mileage			
	Actual Mileage			
EOSC Fleet Vehicle				
Car Rental				
Local Transportation				
Airline Ticket (Paid personally)				
Airline Ticket (Paid by Credit Card)				
Toll Charges				
Registration Fee (Paid personally)				
Registration Fee (Paid by Purchase Order)				
Other Expenses (List; do not include incidentals)				
Total Cost and Reimbursement				

PRE-TRAVEL

Approvals	
Claimant	<input style="width: 200px; height: 20px;" type="text"/>
Department Head	<input style="width: 200px; height: 20px;" type="text"/>
Division Head	<input style="width: 200px; height: 20px;" type="text"/>
Vice President	<input style="width: 200px; height: 20px;" type="text"/>
President (Board Approval)	<input style="width: 200px; height: 20px;" type="text"/>

Abbreviated Rules:

- If designated conference site use actual cost of room (cannot claim vicinity transportation costs generally)
- Observe 12/24/72 hour rule for leave and return times
- Must use Fleet vehicle if available
- Receipts required for all except meals and incidentals
- Use high rate area rates when appropriate
- Contact VPAS for out-of-country regulations, rates, etc.
- Grant accounts may use actual costs if contact specifies explicitly
- Airline tickets must be purchased by VPAS except for emergency
- May not be reimbursed for personal items

Procedure:

Claimant completes form, gets approvals through VP, and delivers to business office accountant (leaves actuals column blank; keeps a copy)

Accountant gets board approval when necessary, notifies claimant of board approval

Accountant keeps copy and matches with reimbursement request after travel is complete

Claimant completes travel and turns in request for reimbursement (attaches receipts and completes actuals column)