

[Name of Requestor]
[Phone #]
[Date]

Dear Mrs. Howell:

I will be traveling from [Origination of travel] to [Destination] on [Date] to attend [Function].

I am aware that it is an Eastern Oklahoma State College policy to request permission from the Vice President of Business Affairs for a non-employee to ride in an EOSC Fleet Vehicle. I also understand that my travel will not be considered approved until I receive your written permission in response to this request.

I am requesting permission for [Non-Employee Travelers Name] to travel with me on this trip for [Explanation for Non-Employee traveling]. Should you need more information in regard to this travel, please contact me at the above number. Thank you for your consideration and attention to this request.

Sincerely,

[Your Name]

cc: Lynn Hackworth