

TRAVEL REQUEST FORM

I, _____, hereby request permission to travel
to _____
for the purpose of _____
Date of departure _____ Date of return _____
Time of departure _____ Time of return _____

Type of transportation desired:

____ College vehicle, specify requested vehicle: _____
If College vehicle is used, list all passengers: _____

____ Personal vehicle

25¢ per mile if College car is available and you choose to use your own. 40¢ per mile if no College car is available.

Estimated cost of trip:

Car .35¢	Mini Van .35¢	Traverse .40¢	12 Passenger .75¢	25 Passenger \$1.50
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_____ @ _____ per mile (college vehicle) \$ _____
_____ miles @ 25¢* per mile (reimbursement only) \$ _____
_____ miles @ 40¢* per mile (reimbursement only) \$ _____
Hotel _____ Meals _____ Other _____

P-Card increase needed? Yes / No Submit projected P-Card usage amount _____
Dates needed for increase _____

Approval:

Traveler's Signature & Date

Immediate Supervisor's Signature & Date

P-Card Raise Approval & Date

Business Office Signature & Date