

TRAVEL REQUEST

[See Hospitality Guidelines](#)

[See Travel Guidelines](#)

[See Accountable Plan](#)

Name	Department	Phone #
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Purpose:

Destination (include City & State):

Departure Date & Time: _____ **Return Date & Time:** _____
 I request permission to be absent from campus for the following # of work days: _____

Method of Travel: Airline CPC Vehicle Other:
 *Private Vehicle - Private Vehicle License #:

CERTIFICATION OF MINIMUM LIABILITY INSURANCE REQUIREMENTS/CONDITION OF AUTOMOBILE: I certify that I have liability insurance in force in at least the following amounts: \$15,000 for personal injury to, or death of one person; \$30,000 for personal injury to two or more persons in one accident; \$5,000 for property damage. I further certify that my vehicle is adequate for the work to be performed, is equipped with seatbelts and is in safe mechanical condition.

*Consistent with IRS regulations, mileage reimbursement for the use of Private Vehicles covers repairs, fuel, oil, insurance, deductible, and registration fees

Where I may be reached:

Date	Address	Telephone

Delegation of Authority:
 During my absence from campus, _____ will be in charge of _____

Total expenses not to exceed: _____ **OrgKey #:** _____

Traveler's Signature:		Date:
Department Approval Printed Name:	Department Approval Signature:	Date:
Other Approval Printed Name:	Other Approval Signature:	Date:
CPC Management Printed Name:	CPC Management Signature:	Date:

PEID No:	FOR BUSINESS OFFICE USE ONLY	
Org Key/Object Code	Amount	Reference / Invoice #
		Notes/Remarks:
Total		

<p><u>Note: Must attach Estimate of Travel Expenses Worksheet if requesting advance</u></p> <p>Amount of Advance: _____</p> <p>OrgKey/ObjCode: _____</p> <p>Date Check Needed: _____ Date indicated above is date check will be issued Allow at least 3 working days for processing</p>	<p align="center">CHECK DISTRIBUTION:</p> <p>DO NOT MAIL: <input type="checkbox"/></p> <p>Call Name: _____ Extension: _____</p> <p>MAIL:</p> <p><input type="checkbox"/> To address shown <input type="checkbox"/> Other:</p>
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