

(MUST BE COMPLETED PRIOR TO TRAVEL)

(please check all that apply)

<input type="checkbox"/>	In-State	<input type="checkbox"/>	Out-of-State *
<input type="checkbox"/>	Personal Vehicle	<input type="checkbox"/>	State Vehicle
PERMISSION ONLY (check only if reimbursement is not expected)			

Employee: _____ Funding Source: _____ Today's Date: _____

Home Address: (required) _____

Date(s) of Trip: _____ Destination: _____ Estimated Duration: _____
(range when appropriate) (city and state) (1 hr, 1 day, etc.)

Purpose of Trip: _____

(FOR CBO USE ONLY)

	ESTIMATED	FOAPAL:		
	\$	\$	#	Date
AIRFARE (reimbursement will require receipt)	\$	\$	#	Date
MILEAGE: _____ Miles @ 65.50 cents per mile (NEW 1/1/2023)	\$	\$	#	Date
PARKING (receipts will be required)	\$	\$	#	Date
TOLLS (receipts will be required)	\$	\$	#	Date
GROUND TRANSPORTATION: Taxi, Bus, specify (receipts will be required)	\$	\$	#	Date
REGISTRATION FEE: attach registration form (College to Pay Fee)	\$	\$	#	Date
LODGING & TAX per night (receipts will be required) \$ _____ X _____ # of nights (Need Federal ID # and confirmation plus receipt for reimbursement)	\$	\$	#	Date
MEALS (Full-Travel Status) Breakfast (#) _____ @ \$8.00 = _____ Lunch (#) _____ @ \$12.50 = _____ Dinner (#) _____ @ \$20.00 = _____	\$	\$	#	Date
MISCELLANEOUS: (Please specify. Receipts will be required)	\$	\$	#	Date
TOTAL:	\$	TOTAL: \$		

SIGNATURES:

Note: The traveler cannot be the "only" signature (a counter-signature is required)

SIGNATURE OF TRAVELER: (always required)		DATE:
COST CENTER HEAD/GRANT DIRECTOR: (always required)		DATE:
APPROPRIATE DIVISION VICE PRESIDENT: (required when total costs exceed \$999)		DATE:
EXECUTIVE VICE PRESIDENT: (required when total costs exceed \$4,999)		DATE:
PRESIDENT /President's Designee: * (required on ALL "out-of-state" travel)		DATE:

- RULES:**
1. No travel will be approved and no claims for reimbursement will be paid without approved travel authorization **PRIOR TO TRAVEL.**
 2. Hotel vouchers, registration fee receipts, etc. must be submitted **immediately** upon completion of trip.

***** AT THE COMPLETION OF TRAVEL, PLEASE SUBMIT A TRAVEL REIMBURSEMENT FORM*****