

TRAVEL REQUISITION

*****When returning from travel you MUST submit a copy of the credit card charges to Purchasing*****

Today's Date:		Dates of Travel:	
Purpose of Travel:			
Conference Name:		Destination:	
Name of employee requiring reservations:			
(As per official ID:)		First	Middle Last

HOTEL INFORMATION

PO#	Vendor#	Voucher#	Paid Date	Check#
Hotel Name:			Hotel Web Link:	
Hotel Phone:		Hotel Address:		
Check In Date:		Check Out Date:		Confirmation#
Cost per Night:		Budget #		

AIRLINE INFORMATION (If more than 1 flight, use additional form for each flight.)

PO#	Vendor#	Voucher#	Paid Date	Check#
Airline Name:			Date of Birth:	
DEPARTURE INFO:	City:		Date:	
	Time:		Flight #:	
ARRIVAL INFO:	City:		Date:	
	Time:		Flight #:	
Confirmation #:				
Cost for Airline:			Budget #	

APPROVAL SIGNATURES (#1 and 2 required, others as applicable)

1. _____
Requestor

2. _____
Manager/Dept Chair/Dean or next level manager

3. _____
Provost (\$1000 and over for Academic Depts. only)

4. _____
Athletics Compliance Officer (if applicable)

5. _____
Grants Administration Manager (for grants)

6. _____
Controller (\$2500 and over)

7. _____
VP for Business Affairs (\$10,000 and over)

8. _____
President (\$25,000 and over)