

10.4

REQUEST FOR OUT OF STATE TRAVEL

Employee Name: _____

Meeting Title: _____

Meeting Purpose: _____

Location of Meeting: _____ Dates: _____

Costs:

Transportation: Air Fare: _____ Cab: _____ Rental Car _____

Registration Fee: _____ Hotel: _____

Meals: _____ Other (specify): _____

____ Budgeted item If so, amount budgeted: _____

____ Non-budgeted item

Requests should be made as far in advance as practical and a copy of any meeting information such as schedules, curricula, etc. should be attached.

Employee signature: _____ Date: _____

Immediate Supervisor approval: _____ Date: _____