



# TRAVEL REQUEST

The applicant must submit this form for approval five (5) calendar days before departure.

Name of Applicant : \_\_\_\_\_

Position: \_\_\_\_\_ Building/Location: \_\_\_\_\_

Conference Title or Purpose: \_\_\_\_\_

Location of Conference: \_\_\_\_\_

Conference Date: From \_\_\_\_\_ To \_\_\_\_\_

<b>Approved by:</b> _____ <i>Principal/Supervisor Signature</i>	/ / <i>Date</i>	- - - - <i>Budget Code</i>
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Departure Date: \_\_\_\_\_ Time \_\_\_\_\_

Return Date: \_\_\_\_\_ Time \_\_\_\_\_

Transportation will be by (check those that apply):

- Personal vehicle
- District vehicle
- Other (specify) \_\_\_\_\_

Date(s)	B-fast	Lunch	Dinner	Notes:

### Estimate of Expenses:

Registration \_\_\_\_\_

Lodging \_\_\_\_\_

Transportation \_\_\_\_\_

Meals \_\_\_\_\_

Other \_\_\_\_\_

\* Specify Other \_\_\_\_\_

**TOTAL** \_\_\_\_\_

(This section is to be completed **ONLY** if the applicant wishes an advance of funds for the purpose of attending the above conference. Applicant must sign for the advance in person at the District Office **PRIOR** to departure.)

The applicant requests an advance of funds to cover necessary meal expenses for the above conference.

Amount of advance requested: \$ \_\_\_\_\_

### For District Office use only:

\$ _____	Received by _____	Check Number _____
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