Travel Request

Date*: _____________________  Department: _____________________

Purpose of Travel: _________________________________________________________________
_________________________________________________________________

Location: ____________________________________

Dates of Conference/Meeting: _______________________

Name(s) of Individual(s) Traveling**:
_________________________________________________________________
_________________________________________________________________

Date of Departure: _____________________  Preferred Time of Arrival: _____________________
Date of Return: _____________________  Preferred Time of Departure: _____________________

Type of Travel Requested:  

<table>
<thead>
<tr>
<th>Airfare:</th>
<th>Lodging:</th>
<th>Rental Car:</th>
<th>Conf. Fee:</th>
</tr>
</thead>
</table>

Special Requests:

- [ ] Airfare Purchase: $__________
- [ ] Hotel Reserved: $__________
- [ ] Car Reserved: $__________
- [ ] Conf. Fee Paid: $__________

Requested By: _____________________  Date: ____________

Department Approval: _____________________  Date: ____________

Executive Approval:*** _____________________  Date: ____________

Amount Approved: $__________  Not to Exceed: $__________ or _____% over original amnt

*Travel Requiring Purchase of Airfare must be requested at least one month in advance.

**Travel profile must be submitted unless employee have given permission to keep on file. ***Approval by CBO or President is required for all travel.

Travel Coordinator’s Use Only

<table>
<thead>
<tr>
<th>PO#</th>
<th>Account #</th>
<th>Airfare Purchase:</th>
<th>Hotel Reserved:</th>
<th>Car Reserved:</th>
<th>Conf Fee Paid:</th>
</tr>
</thead>
</table>
