



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:

Special Requests:

Airfare: _____
Lodging: _____
Rental Car: _____
Conf. Fee: _____

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

PO# _____
Account # _____

Airfare Purchase:
Hotel Reserved:
Car Reserved:
Conf Fee Paid: