MISSISSIPPI VALLEY STATE
U N I V E R S I T Y ™

TRAVEL REQUEST   Date: _____

Name: _____   ID#: _____

Date of Departure: _____   Time: _____   Date of Return: _____   Time: _____

Department Name: _____   Banner Org. Number: _____

All travel requests involving air transportation must be made three (3) weeks in advance of departure date.
(All exceptions must be approved by the Area Vice President.)
In compliance with section 25-3035 Mississippi Code 1942, request is made for authorization to attend the following conference, convention or professional meeting:

_____	_____	_____ - _____
Complete Name of Conference (DO NOT ABBREVIATE)	**City/State**	Beginning Date of Meeting Ending Date of Meeting

Purpose of Travel (*If an advance is needed, but cost of trip will be reimbursed by an outside organization, please explain*):

_____

_____

Employee Signature: _____   Date: _____

AMOUNT	**APPROVALS**

TRAVEL AND SUBSISTENCE NECESSARY FOR TRIP
(*a receipt is required for expenditures except for automobile and board (meals)*):

Sign and Date

Air Travel   _____

Automobile   _____

Hotel Lodging   _____

Board (Meals)   _____

Car Rental   _____

Registration Fees   _____

Other (Parking, taxi, etc.)   _____

Estimated Cost   _____

*Travel Advance   _____

_____ _____
Dept. Head/Director   Date

_____ _____
Area Vice President   Date
(refer to Approval Limit Schedule)

_____ _____
OSP/Title III Private Grants   Date

_____ _____
Budget Officer   Date

_____ _____
VP for Business & Finance   Date
(refer to Approval Limit Schedule)

_____ _____
President   Date
(refer to Approval Limit Schedule)

*The travel advance should include 70% travel related costs paid by the traveler, not expenses paid directly by the university.

Be as accurate as possible in estimating costs, including gratuities, taxis, or any other applicable travel expenses.

STATEMENT OF MILEAGE

STARTING POINT	INTERMEDIATE POINT	ENDING POINT	MILES	RATE/MILE	TOTAL

ACCOUNTING USE

FUND	BANNER ORG	OBJECT CODE	AMOUNT