



# TRAVEL REQUEST

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Employee: \_\_\_\_\_ Signature: \_\_\_\_\_

**Travel Begins**

Date: \_\_\_\_\_

Time: \_\_\_\_\_  am  pm

**Travel Ends**

Date: \_\_\_\_\_

Time: \_\_\_\_\_  am  pm

**APPROVED**

- Out-of-State
- Overseas
- Other: \_\_\_\_\_

Supervisor:  
\_\_\_\_\_

Date: \_\_\_\_\_

As an authorized agent, I certify the attendees are employees of the District.

Vice President:  
\_\_\_\_\_

Date: \_\_\_\_\_

President:  
\_\_\_\_\_

Date: \_\_\_\_\_

Board of Trustee:  
\_\_\_\_\_

Date: \_\_\_\_\_

**TRAVEL PERMISSION REQUEST**

I request permission to attend the following meeting:

Name of organization: \_\_\_\_\_

Location of meeting: \_\_\_\_\_

Date(s) of meeting: \_\_\_\_\_

Purpose and benefit of meeting: \_\_\_\_\_

**Note: Travel cost must not be incurred until this document is approved.**

**\* See AP 7400 for authorized travel expenses and procedures. To be reimbursed all claims must be submitted to the Business Office within 30 days upon completion of trip. Claims recieved after the 30 days will not be paid.**

- |                        |                               |
|------------------------|-------------------------------|
| Conference fee request | Lodging request               |
| Shuttle request        | Meal reimbursement request    |
| Airline ticket request | Mileage reimbursement request |
| Rental vehicle request | Parking reimbursement request |

No. of passengers \_\_\_\_\_ ESTIMATED TOTAL COST OF TRIP: \$ \_\_\_\_\_

Travel Budget Codes	Funds Confirmed

**Additional Comments**

\_\_\_\_\_  
\_\_\_\_\_

**INTERNAL USE ONLY**

- Action:  File/No action requested  
 Book travel request  
 Check requested (refer to attached requisition)

Comments: \_\_\_\_\_

Travel arranged by: \_\_\_\_\_