

TRAVEL REQUISITION

TREQ.FRM (1 of 2)

Executive Approval Required if total exceeds \$500, or if Lodging or Fare Expense Included

TRAVELER NAME(S) & DEPARTMENT OR SCHOOL	The number below must appear on receipts, registration forms, and correspondence.
	TRQ NUMBER:
	TRQ Date:

MILEAGE, MEALS, & PARKING: These expenses are reimbursable only. Receipts must add up for meals and parking. Provide pre-trip estimates whenever travel requires executive approval.

TRIP DATE	DESTINATION & PURPOSE	MILEAGE, MEAL or PARKING?	REIMBURSE	PRE-TRIP \$ ESTIMATE	ACTUAL MILES	ACTUAL EXPENSE
TOTAL:						

LODGING, FARES & REGISTRATION: These expenses may be reimbursed (receipts must add up), or advanced (if received by Accounts Payable 30 days in advance of when payment is due).

LODGING	FARES	REGISTRATION
Date(s) of Stay:	Date(s) of Travel:	Date(s) of Event:
\$ per night Total \$	\$ per fare Total \$	\$ per reg. Total \$
Provide lodging name, address, phone, fax, & confirmation # <u>only</u> if advance payment requested.	Provide transporter name, address, phone, fax, and confirmation # <u>only</u> if advance payment requested.	Attach completed original registration form <u>only</u> if advance payment requested.

