



### TRAVEL REQUEST FORM

**Policy:** International travel for all employees, including Vice Presidents, must be approved by the President. All overnight or airfare travel must be approved by at least a Vice President. Employees below the Vice President level must have the approval of their supervisor prior to all travel which would take the employee out of the office for an extended period of time.

**Priority:** High \_\_\_\_\_ Medium \_\_\_\_\_ Low \_\_\_\_\_

**Traveler's Name:** \_\_\_\_\_

**Date of Request:** \_\_\_\_\_

**Date(s) of Travel:** \_\_\_\_\_

**Destination:** \_\_\_\_\_

**Purpose of Travel:** \_\_\_\_\_

**Cost Estimates:** (insert amounts in shaded areas)

**Airfare:** \_\_\_\_\_

**Lodging/Per Diem\*:** \_\_\_\_\_

**Rental Car:** \_\_\_\_\_

**Mileage:** \$ - or \_\_\_\_\_ Indicate number of miles traveled-

**Meals:** \_\_\_\_\_ (formula will compute amount)

**Registration:** \_\_\_\_\_

**Parking:** \_\_\_\_\_

**Other: (Explain)** \_\_\_\_\_

**Total:** \$ -

*\*When claiming per diem, do not include extra charges for meals.*

**Traveler's Signature:** \_\_\_\_\_

**WFI Approval:** Approved \_\_\_\_\_ Denied \_\_\_\_\_

**WFI Signature:** \_\_\_\_\_

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

**Additional Approval as Needed:**

**Signature:** \_\_\_\_\_

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

(Rev. 8/7/08)