

TRAVEL REQUISITION

Date: _____ T _____

PART I: TRAVEL DATA (All applicable items must be completed)			
Traveler's Name:	Department:	FOAP	
Home Address:	Employee ID No.:	Tel. No.: (Office) _____	(Home) _____
Travel Advance Requested: () Yes () No (Note: Semi-monthly employees only unless group travel is involved)		e-mail address: _____	
Type Travel: () Individual () Group () Overseas	Travel Contact Person: _____		TSU PO Box # _____ No. in Group _____
Applicable Supporting Documents Attached: () Yes () No		Overseas Travel Authorization Attached: () Yes () No	
Destination:	Departure Date: _____ Return Date: _____	Departure Time: _____ Return Time: _____	Meeting Date(s): _____
MODE OF TRAVEL/ACCOMMODATIONS			
<input type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Commercial Rental Car <input type="checkbox"/> Enterprise Rent-A-Car <input type="checkbox"/> Personal Car Other: _____			
Charter Transportation Required: <input type="checkbox"/> Bus <input type="checkbox"/> Aircraft _____ Size (No. Passengers)			
Enterprise Rent-A-Car (class requested): () Economy () Compact () Intermediate/Standard () Van () Other: _____			
Name and Address of Motel/Hotel: _____			
() Single () Double No. of Rooms: _____ No. of Persons: _____ No. of Nights: _____			
COST ESTIMATE INFORMATION			
Mileage: \$ _____		No. of Miles/Rate: _____ x _____	
Meals: \$ _____		Airfare: \$ _____	
Taxi: \$ _____		Baggage: \$ _____	
Parking: \$ _____		Lodging: \$ _____	
Rental Car \$ _____		Other Expenses: (specify) _____ \$ _____	
Total Amount of Requisition: \$ _____			
Grant Officer Approval: _____			

PART II	
Blanket Travel Authorization []	In State []
Single Trip Authorization []	Out-of-State []
<div style="border: 2px solid black; min-height: 80px; margin: 0 auto; width: 80%;"></div> <p style="margin: 0;">PURPOSE FOR TRAVEL:</p>	
I UNDERSTAND THAT A PAYROLL DEDUCTION WILL BE MADE BY THE STATE FOR A TRAVEL ADVANCE IF A CLAIM IS NOT FILED IN A REASONABLE LENGTH OF TIME OR UPON TERMINATION OF EMPLOYMENT.	

PART III: APPROVALS FOR PART I and II ONLY	
Traveler's Signature: _____	President or Designee: _____
PART IV: TRAVEL EXCEPTION (Approval as required and ONLY by the President or designee)	
Travel require exception to established travel policies due to :	
A. _____ Official Resort/Convention Lodging Rates of \$ _____ plus tax per day. (attach conference brochure or info from conference website)	
B. _____ OTHER (describe): _____	
Approved: (President or Designee) _____	Date: _____

TSU Travel Office Use Only:	Date Airfare Faxed _____	Banner Ref. Number _____
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