



IN STATE TRAVEL REQUEST

This is to request approval of the travel of _____ (Name)

for the purpose of _____

at _____, _____ . I plan to leave Evergreen on _____ (City) (State) (Date)

at _____ and travel in _____ (Time) (particular state vehicle, personal car, etc.)

I plan to return to Evergreen on _____ at _____ The expenses relating to the trip will (Date) (Time)

be approximately \$ _____ and will be paid from _____ . The use of the state car (Specify Account)

_____ requested. Please attach any paperwork that explains or justifies this travel. (is/is not)

Passengers* and their status (SGA, etc.) include:

- 1) _____ 6) _____
2) _____ 7) _____
3) _____ 8) _____
4) _____ 9) _____
5) _____ 10) _____

Expenses: _____
Mileage: _____
Per Diem: _____
Other: _____

*RSTC employee must accompany students within the same vehicle.

In case of emergencies or importance, the passengers listed about and I can be located at (list dates, telephone numbers, names of hotels with addresses, etc.):

Employee: _____ Date: _____
Reviewed by Chairperson: _____ Date: _____
Recommended by Dean: _____ Date: _____
Approved by Dean of Fiscal Services: _____ Date: _____
Approved by President: _____ Date: _____

Travel request: _____ Approved: _____ Not approved due to _____
Mode of travel: _____ Approved: _____ changed to _____ due to _____