



Date: _____

Reid State Technical College
P.O. Box 588
Evergreen, Alabama 36401

Request is respectfully made for authorization of travel by _____
Employee
to _____, _____ for the purpose of _____
City State

Mode of Transportation _____
Lodging (specify hotel if known) _____
Date of Departure _____
Date of Return to Home Base _____

ESTIMATED COST

Transportation	_____	Signature _____
Conference Fee	_____	_____
Registration Fee	_____	Type or Print Name
Room	_____	Approved: _____
Meals	_____	Supervisor/Department Chair
		Approved: _____
		Dean of Instruction/Students
		Approved: _____
		Business Manager
		Approved: _____
		President

In City Transportation

Taxi _____
Car Rental _____
Total\$ _____

Expenses will be paid from:

State Funds ()
Federal Funds ()

Charge to: _____