



Date: _____

Vendor #: _____

Travel Requisitions must be entered in eFinance Plus 15 days prior to trip.

Employee _____ Campus/Department _____

Purpose _____
(Group) (Specify level/class) (Event)

Above District? * YES NO City _____

District policy states that an "Above District Event" is one for which students must qualify. All other travel expenditures must be charged to previously budgeted funds. A list of qualified students must be attached.

Departure: _____
Date Time AM/PM

Return: _____
Date Time AM/PM

Emergency Phone number (MANDATORY): _____

CASH ADVANCE REQUESTED: Should be entered on the requisition				Account code(s) to be charged		
Meals						
_____	_____	= _____ @ _____	= \$ _____	6412		
# Students	# Meals	Total Meals	Student Meals	Account	Budget Unit	Amount
_____	_____	= _____ @ _____	= \$ _____	6412		
# Sponsor(s)	# Meals	Total Meals	Sponsor Meals	Account	Budget Unit	Amount
Comments: (ex. no overnight, AF paying, etc)				6412		
				Account	Budget Unit	Amount
				= \$ _____	Amt should equal advance requested	
				Total Meal Advance	Total	

OTHER ESTIMATED COSTS:		Additional Information	
Transportation			
	Mode of Transportation		
Students		(Comments/Confirmation#/Trip#)	
Sponsors			
		Lease/Charter Vehicle Company	Est. Total

Lodging				Additional Information	
	# Males	# Females	# Rooms		
Students				Hotel Name	
Sponsors				Comments	
			Total Rooms	_____ X _____ X _____ =	
				# Rooms # Nights Cost per room	Est. Total

Other Estimated Expenses (list registration/entry fees and any other costs associated with this trip)					
Description of Expense		Amount	Description of Expense		Amount
Description of Expense		Amount	Description of Expense		Amount
					Est. Total

Estimated Total Cost of Trip _____