



Employee Travel Request

Date: _____

Account code to be charged:

Vendor #: _____

6411

Account

Budget Unit

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

Employee _____ Campus/Department _____

Destination _____ City _____

	Date	Time	Purpose
Departure:	_____	_____	_____
Return:	_____	_____	_____
		Include am/pm	

Travel Associated Costs: *(not entered on this Requisition)* Comments

Meals: = _____
\$12.00 per meal to be reimbursed on Travel Recap. No meal advances.

Registration: = _____

Hotel: = _____
Employee will pay up front for hotel cost. Expenses will be added to Recap.
Funds advance requested with District issued check to hotel.
Note: Employee must provide confirmation that the hotel will accept a check prior to the event.

Transportation: = _____ (Mileage Rate 0.655)

Other: = _____

Estimated Cost of Trip: = _____ *A recap of ACTUAL expenses must be submitted within 5 days of your return.*

Reminder: A separate requisition must be entered for registration, rental cars and for district funded hotels.

Additional Comments:
