

KANSAS STATE UNIVERSITY
REQUEST FOR OUT-OF-STATE TRAVEL

Travel Request No. _____

This is to request that the following travel be approved. Approval does not necessarily mean that the total estimated expenses may be claimed for reimbursement. Reimbursement is made in accordance with applicable regulations and can be determined only after the travel voucher has been processed by the Controller's Office and the State Division of Accounts and Reports.

Traveler: _____ Department: _____

Destination: _____

Purpose of the travel _____

Date Leaving _____ Returning On _____ Work Days Out of Office _____

Meeting Dates: Beginning _____ Ending _____ Days of Annual Leave _____

Regents' Code _____

ESTIMATED EXPENSES: (Include all trip costs) Subject or Exempt _____

TRAVEL: Private Car <input type="checkbox"/> At lowest regular air fare <input type="checkbox"/> At state mileage rate <input type="checkbox"/> \$ _____ Commercial Plane <input type="checkbox"/> Special Conveyance <input type="checkbox"/> Motor Pool Charges <input type="checkbox"/> \$ _____ State Vehicle <input type="checkbox"/> Justification: _____	All Travel \$ <u>0.00</u>
SUBSISTENCE: Meals: No. of Quarters _____ Rate Per Quarter \$ _____ Lodging: No. of Days _____ Rate Per Day \$ _____	Meals \$ <u>0.00</u> Lodging \$ <u>0.00</u>
REGISTRATION FEE: _____	Registration Fees \$ _____
MISCELLANEOUS COSTS: Explain _____	Misc. Cost \$ _____
	TOTAL COSTS \$ <u>0.00</u>

KSU Account(s) funding travel:	Number	Amount	Optional -- Dept. Accting APO/TV Number:
Name _____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____

Name of other KSU travelers: _____

Approval Requested by: _____ Date: _____

Approval Recommended: (Dept.) _____ Date: _____

Provost, VP, Dean, or Dir. _____ Date: _____

The completed form is to be maintained on file in the authorizing official's office for five years. If the travel voucher is not signed by the official who authorized the travel, it will be necessary to submit a copy of the original request with the travel voucher to the Controller's Office.