

## Eastern New Mexico University - Roswell Travel Request Form

Traveler Name and Department

\_\_\_\_\_

Purpose and Location of Trip

\_\_\_\_\_

\_\_\_\_\_

(If attending a conference: Note conference location and attach a copy of the conference agenda)

### OUT OF STATE TRAVEL REQUIRES BUSINESS OFFICE AND PRESIDENT'S APPROVAL

#### Dates of Trip

Beginning Travel Date and Time

\_\_\_\_\_

Beginning Conference Date and Time

\_\_\_\_\_

Ending Conference Date and Time

\_\_\_\_\_

Ending Travel Date and Time

\_\_\_\_\_

Does Travel Include

Enter Index and Travel Accounts

Students

\_\_\_\_\_

Non-Employees

\_\_\_\_\_

Estimate of Travel Expenses

\_\_\_\_\_

\_\_\_\_\_

Index Manager's Signature

See Travel Policy 35-1-8 and 35-1-15 for reduction in meal reimbursement rates for per diem or actuals

Out-of-State Travel: Vehicle mileage will only be reimbursed at the lowest airfare at the time the airfare would have been purchased if traveling by air, supply documentation to support airfare cost.

Signature of Traveler:

\_\_\_\_\_

Date:

\_\_\_\_\_

#### Approval and Signatures Below:

Y \_\_ N \_\_

\_\_\_\_\_

Supervisor

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

Y \_\_ N \_\_

\_\_\_\_\_

Business Office

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

Y \_\_ N \_\_

\_\_\_\_\_

President

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

Y \_\_ N \_\_

\_\_\_\_\_

Grants

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

Travelers are encouraged to submit Travel Request as soon as they are aware they will be traveling.