

## **Travel Request Form**

□ Out-of-State □ In-State

Applicant	(Please print name)	Charg	ge to
Date of request	(i reuse print nume)	Budget #	Amount
Date(s) of Departure	Time	Budget #	Amount
Date of Return	Time	Budget #	Amount
Destination			
	(City & State or multiple location	s)	
Purpose of Travel Check if:	Faculty Development	Scholarly Activity	Advanced Money \$ (Student/Team Travel Only)
Estimated Cost of trave	L Exp	ense Limit	(Student/Team Traver Only)
Subject to limitation	(Include mileage, fares, meals, lodg	ting, fees, etc.)	
Mode of Travel:	Private Vehicle Tag#		
	Commerical	□ Other	
	University Vehicle	Car(s)	Van(s) Bus
		(Indicate number of vehicles n	needed)
Signature of applicant is req	uired, driver must have a valid driv	er's license and, if using a univerisity vehicle, mus	st be an employee of the State of Oklahoma.
Applicant	Date	Dean of Appropri (required of acdemic trave	iate School Date
Head of Budget Unit	Date	,	
Associate Dean (If appropriate (required of academic travel)	Date Date		Business Officers-See Instructions Below ended 1 Month Prior To Travel Date)
<ul> <li>V.P. for Administration &amp; Send approved original to the vehicle, a photocopy of the completed forms for their real.</li> <li>1. Deliver copy of approved copy of the request after assisted and the request after assisted as</li></ul>	Finance, Athletic Director or Pres he Business Affairs Office. This e approved request is required to cords as needed. Procedu d request to Secretary, Physical Pl signment is completed. A key wil	rson(s) for approval. All out-of-state trips requires sident. Forward your request to the person you must be received before a claim for reimburse to be sent to the Physical Plant for vehicle ass <b>ures for use of a university vehicle:</b> lant Building, for assignment of vehicle. The Pl l be issued at the Physical Plant Building. Vehi mess days in advance. A minimum daily rate cha	rr area reports to on the organizational chart. ement can be processed. If using University signment. Each department may photocopy hysical Plant Secretary will send the driver a icles are assigned on a first come first served

will also be charged when the mi	leage rate is insuffic	ient to cover the daily rate. The daily rate will be \$10 for university cars, and \$20 for university	vans.	
	**V	AN - MAXIMUM CAPACITY: 12 PEOPLE**		
2. Upon return to campus:	<ul> <li>A. Return vehicle to Physical Plant Building</li> <li>B. Park and lock vehicle.</li> <li>C. Complete mileage report below and return vehicle key and completed copy to the Physical Plant Secretary or place both in drop box in front of Phy Plant Bldg.</li> </ul>			
Ending Mileage:				
Beginning Mileage:				
Total Miles Driven:				
Vehicle Number:				
	Vehicle #1	Vehicle #2 Veh	nicle #3	
Drivers contact number_ REVISED Feb 2015		Assigned by:		