

Request and Justification for In-State and Out-of-State Travel

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3) Employee(s) Traveling:

4) Travel Purpose:

5) Itinerary (List dates, time of departure and arrival, and location):

6) Lodging Rate:

Within Federal Rate?

Yes

No

If not, Enter Federal Rate and Lodging Costs

Federal Rate

Actual Cost

If the rates are above the Federal rate, check the items which apply below:

- 1) Government rates were requested and were not available at the hotel where the employee is staying; and
- a. Government or significantly lower rates are not available at another hotel within a reasonable distance; or
- b. It is necessary for purposes of accessibility and/or safety to stay at the hotel in which the conference is being held; or
- c. Emergency or last minute travel arrangements preclude finding accommodations within the Federal guidelines.
- 2) Reimbursement at actual cost is within the department's authorized appropriation level.

	Transportation	Meals/Lodging	Registration	Other	Total
7) Estimated Cost:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

8) Employee Signature

9) Supervisor's Signature

Approved Dis approved Modified