



-Cameron University-

Travel Request for Leave and Reimbursement

Name: _____ CU I.D. #: _____ Number of Passengers: _____
 School/Dept: _____ Acct. #: _____ Acct. Mgr. Initials: _____
 Destination: _____ Students Traveling: Yes No

APPROVED SUBJECT TO FUNDS BEING AVAILABLE

Reason For Request: _____

Departure Date: _____ Time: _____ Travel time requested to and from: _____
 Return Date: _____ Time: _____ Conference Days: _____

- | | | | | | | | | | |
|--|--|---|--|----------------------------------|--|---|--|---------------------------------------|--|
| <input type="checkbox"/> No Reimbursement Requested
<input type="checkbox"/> University Vehicles** _____

**Account number if different from account number listed above. | <input type="checkbox"/> Reimbursement Requested (Check appropriate items below) <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> Meals (if gone 24 hrs or more)</td> <td><input type="checkbox"/> Miscellaneous</td> </tr> <tr> <td><input type="checkbox"/> Lodging</td> <td><input type="checkbox"/> Mileage, personal Vehicle Tag # _____</td> </tr> <tr> <td><input type="checkbox"/> *Coach Airfare _____</td> <td><input type="checkbox"/> Turnpike Tickets (reimbursed)</td> </tr> <tr> <td><input type="checkbox"/> Registration</td> <td></td> </tr> </table> | <input type="checkbox"/> Meals (if gone 24 hrs or more) | <input type="checkbox"/> Miscellaneous | <input type="checkbox"/> Lodging | <input type="checkbox"/> Mileage, personal Vehicle Tag # _____ | <input type="checkbox"/> *Coach Airfare _____ | <input type="checkbox"/> Turnpike Tickets (reimbursed) | <input type="checkbox"/> Registration | |
| <input type="checkbox"/> Meals (if gone 24 hrs or more) | <input type="checkbox"/> Miscellaneous | | | | | | | | |
| <input type="checkbox"/> Lodging | <input type="checkbox"/> Mileage, personal Vehicle Tag # _____ | | | | | | | | |
| <input type="checkbox"/> *Coach Airfare _____ | <input type="checkbox"/> Turnpike Tickets (reimbursed) | | | | | | | | |
| <input type="checkbox"/> Registration | | | | | | | | | |

*Air Travel: All Airline Tickets are to be purchased through the state designated travel agents. Call ext. 2226, Room 101, Administration Building, for information.

Applications must be properly executed 72 hours prior to the date of travel if reimbursement is requested. Listed below is the highest level official responsible for approving travel requests for employees:

- President:** Approves all out-of-state travel requests. Approves all travel requests for direct reports.
- Vice President for Academic Affairs:** Approves travel requests for all direct reports and all employees under these direct reports.
- Vice President for Business and Finance:** Approves travel requests for all employees who report directly to the Vice President for Business and Finance.
- Vice President for Enrollment Management and Student Success:** Approves travel requests for all direct reports.
- Vice President for University Advancement:** Approves travel requests for all direct reports.
- Deans:** Approve travel requests for all direct reports.
- Department Chairs:** Approve travel requests for all employees in their respective departments prior to submitting the requests to the appropriate Dean for his/her approval.
- Directors:** Approve travel requests for all direct reports.

Upon approval, one copy of this form will be retained by the Vice President for Business and Finance, Room 101, administration Building. A copy will be scanned to the department's administrative assistant's or specified person. When a University vehicle is requested, a copy should go to the Director of Physical Facilities. Contact the Business Office immediately upon return if reimbursement is requested.

Signed _____ Person Requesting Travel	Date _____	Approved _____ Dept. Chairman/Director	Date _____
Signed _____ Dean/AVP	Date _____	Approved _____ Vice President	Date _____
Approved _____ Business Office	Date _____	Approved _____ President or Designee	Date _____