



### 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: \_\_\_\_\_

No Reimbursement Requested

University Vehicles\*\*  
 \*\* Account number if different  
 account number listed above.

Reimbursement Requested (Check appropriate items below)

Meals (if gone 24 hours or more)      Miscellaneous  
 Lodging      Mileage, personal  
 \*Coach Airfare      Vehicle Tag #  
 Registration      Turnpike Tickets (reimbursed)

\*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 received in the Business Office 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 direct reports.
- 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 assistants 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 \_\_\_\_\_ Date \_\_\_\_\_ Approved \_\_\_\_\_ Date \_\_\_\_\_  
 Person Requesting Travel      Dept. Chairman/Director

Signed \_\_\_\_\_ Date \_\_\_\_\_ Approved \_\_\_\_\_ Date \_\_\_\_\_  
 Dean/AVP      Vice President

Approved \_\_\_\_\_ Date \_\_\_\_\_ Approved \_\_\_\_\_ Date \_\_\_\_\_  
 Business Office      President or Designee