



OUT-OF-STATE TRAVEL REQUEST

ALL TRAVEL OUTSIDE THE BORDERS OF OKLAHOMA MUST BE APPROVED BY THE PRESIDENT IN ADVANCE.

Meeting Dates: From: _____ To: _____

Departure/Return Dates: Depart: _____ Return: _____

Employee Name: _____ Employee ID #: _____

Destination (Event): _____

City, State: _____

Estimated Airfare Cost: _____ Requisition #: _____

Estimated Registration Fee: _____ Requisition #: _____

Estimated Lodging Cost: _____

Estimated Per Diem Cost: _____

Estimated Mileage Cost: _____

Estimated Other Expenses: _____

Estimated Total Cost: _____

Account Name: _____

Account Number: _____

Travel Acct. Balance, If Approved: _____

THE APPROVAL PROCESS FOR THIS FORM IS AS FOLLOWS:

1. DIVISION EMPLOYEE TO ENTER REQUISITIONS FOR AIRFARE AND/OR REGISTRATION.
2. DIVISION HEAD TO CONFIRM AVAILABILTY OF FUNDING, SIGN AND FORWARD FORM TO APPROPRIATE VICE PRESIDENT.
3. VICE PRESIDENT TO SIGN AND FORWARD FORM TO THE PRESIDENT FOR CONSIDERATION.
4. PURCHASING TO RECEIVE APPROVED FORM FOR ENCUMBRANCE AND DISTRIBUTION.

EMPLOYEE	DATE	DIVISION HEAD	DATE
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ASST. VICE PRESIDENT - (If applicable)	DATE	VICE PRESIDENT - (If applicable)	DATE
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PRESIDENT	DATE
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