

Dr. Coretta Boykin, President
Reid State Technical College
P.O. Box 588
Evergreen, Alabama 36401

Date: _____

Dear Dr. Boykin:

Request is respectfully made for authorization of travel by _____
Employee
to _____, _____ for the purpose of _____
City State

Mode of Transportation _____
Lodging (specify hotel if known) _____
Date of Departure _____
Date of Return to Home Base _____

ESTIMATED COST

Transportation	_____	Signature	_____
Conference Fee	_____		_____
Registration Fee	_____		Type or Print Name
Room	_____	Approved:	_____
Meals	_____		Supervisor/Department Chair
		Approved:	_____
			Dean of Instruction/Students
		Approved:	_____
			Business Manager
		Approved:	_____
			President

In City Transportation

Taxi _____
Car Rental _____
Total\$ _____

Expenses will be paid from:
State Funds ()
Federal Funds ()

Charge to: _____