



IN STATE TRAVEL REQUEST

This is to request approval of the travel of _____
(Name)

for the purpose of _____

at _____, _____ . I plan to leave Evergreen on _____
(City) (State) (Date)

at _____ and travel in _____
(Time) (particular state vehicle, personal car, etc.)

I plan to return to Evergreen on _____ at _____ The expenses relating to the trip will
(Date) (Time)

be approximately \$ _____ and will be paid from _____ . The use of the state car
(Specify Account)

_____ requested. Please attach any paperwork that explains or justifies this travel.
(is/is not)

Passengers* and their status (SGA, etc.) include:

- | | |
|----------|-----------|
| 1) _____ | 6) _____ |
| 2) _____ | 7) _____ |
| 3) _____ | 8) _____ |
| 4) _____ | 9) _____ |
| 5) _____ | 10) _____ |

Expenses: _____

Mileage: _____

Per Diem: _____

Other: _____

***RSTC employee must accompany students within the same vehicle.**

In case of emergencies or importance, the passengers listed about and I can be located at (list dates, telephone numbers, names of hotels with addresses, etc.):

Employee: _____ **Date:** _____

Reviewed by Chairperson: _____ **Date:** _____

Recommended by Dean: _____ **Date:** _____

Approved by Dean of Fiscal Services: _____ **Date:** _____

Approved by President: _____ **Date:** _____

Travel request: _____ Approved: _____ Not approved due to _____

Mode of travel: _____ Approved: _____ changed to _____ due to _____