



TRAVEL REQUEST FORM

Policy: International travel for all employees, including Vice Presidents, must be approved by the President. All overnight or airfare travel must be approved by at least a Vice President. Employees below the Vice President level must have the approval of their supervisor prior to all travel which would take the employee out of the office for an extended period of time.

Priority: High _____ Medium _____ Low _____

Traveler's Name: _____

Date of Request: _____

Date(s) of Travel: _____

Destination: _____

Purpose of Travel: _____

Cost Estimates: (insert amounts in shaded areas)

Airfare:	_____		
Lodging/Per Diem*:	_____		
Rental Car:	_____		
Mileage:	\$ -	or	_____ Indicate number of miles traveled-
Meals:	_____		(formula will compute amount)
Registration:	_____		
Parking:	_____		
Other: (Explain)	_____	_____	
Total:	\$ -		

**When claiming per diem, do not include extra charges for meals.*

Traveler's Signature: _____

WFI Approval: Approved _____ Denied _____

WFI Signature: _____

Date: _____

Additional Approval as Needed:

Signature: _____

Date: _____

(Rev. 8/7/08)