



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 be

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

_____ available. 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 above 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 _____