



**PURPOSE OF TRIP OR NECESSITY FOR TRAVEL (Continued from front)**

DETAIL ESTIMATION OF TRAVEL EXPENSES (Must Be Completed)			
AIR FARE (COACH CLASS)		\$	
PERSONAL CAR	_____ @ \$.51 PER MILE	\$	
RENTAL CAR		\$	
LIMOUSINE, TAXI, ETC.		\$	
SUBSISTENCE	LODGING ___ NIGHTS @ \$ ___/NIGHT	\$	\$
	MEALS ___ DAYS ___ @ \$ ___/DAY	\$	
TOLLS AND PARKING			\$
TIPS			\$
OTHER EXPENSES	REGISTRATION FEES	\$	\$
	MEMBERSHIP FEES	\$	
	OTHER (Explain)	\$	
TOTAL ESTIMATED REQUIRED EXPENDITURES (carry to front of form)			\$

**SPECIAL APPROVALS REQUIRED**

- WEEKEND TRAVEL
- VEHICLE RENTAL
- 50% ALLOWANCE
- USE OF PERSONAL VEHICLE
- OTHER (Please Explain):

\_\_\_\_\_  
SIGNATURE OF DEPARTMENT HEAD

\_\_\_\_\_  
DATE