



In State Overnight Travel Approval Request

Revised August 23, 2013
For form revisions, contact Financial Services
Location: <http://www.4j.lane.edu/finance/forms/>

USER INSTRUCTIONS

Form Purpose: Use this form to submit an in state overnight travel request for approval.

How to Complete this Form: Fill out this form on-line and then print it. Alternatively, print this form and complete it by hand.

How to Submit this Form: Submit a hard copy of this form.

Where to Send this Form: Send completed form to your supervisor and director for signatures. A copy must be submitted to Financial Services when submitting invoices for payment.

Deadline: This form must be received and approved in advance of incurring the requested expenditure(s).

Additional Information: In state overnight travel must be preapproved by your supervisor and director. The request should include information on air travel, hotel, car rental and funding source.

EMPLOYEE INFORMATION

Name:

Date:

FUNDING:

Funding Source:

TRAVEL DETAILS:

Destination:

Purpose of travel/how does this contribute to the achievement of the Board, Superintendent and instructional goals?

Date(s):

PROJECTED EXPENDITURES:

	AMOUNT
Registration	\$
Lodging	\$
Airfare	\$
Car Rental	\$
Personal Vehicle Mileage:	\$
Meals	\$
Other (please specify)	\$
Total request for in state overnight travel	\$

APPROVAL

Supervisor signature:

Date:

Print or type Supervisor name:

Director signature:

Date:

Print or type Director name: