

Tennessee Technological University
Cookeville, Tennessee

DEPARTMENTAL TRAVEL REQUISITION

Requisition Number 1

Date 3/18/2008

COAS	Index	Fund	Organization	Account	Program	Activity
T	262001	110001	200001	73210	450	

Balance from last Requisition \$15,000.00

College or School Business & Fiscal Affairs
 Department of Business Office
 Submitted by John Q. Doe

Adjustments _____

Adjusted Balance \$15,000.00

This Requisition \$1,770.76

Bal. Carried Forward \$13,229.24

Nature of Proposed Travel: In State Out of State Out of Country

Purpose: Facilities & Administrative Rates Workshop

Type of Travel: (Check one)

(a) Job Performance

Description of Job Relation _____

(b) Professional meeting or Conference (other than presenter or officer)

Number Previously Attended in current Fiscal Year

Place: Chicago, IL

Dates: March 9-12, 2XXX

Method of Travel: University Car Personal Car Plane Bus Other

Air Travel Approval Form Yes No

*Estimate	(specify)	*Actual
<u>\$71.76</u>		
<u>\$300.00</u>		
<u>\$525.00</u>		
<u>\$81.00</u>		
<u>\$108.00</u>		
<u>\$635.00</u>		
<u>\$50.00</u>		
<u>\$1,770.76</u>		

Mileage 156 Miles @ \$0.46

Fare _____

Lodging 3 Number of Nights @ \$175.00

Meals 2 Number of Days @ \$40.50

2 Number of Days @ \$54.00

Registration Fee _____

Miscellaneous Reimbursable Expense _____

TOTAL ESTIMATED EXPENSE \$1,770.76

Total Actual Expense for Which Reimbursement is Requested _____

Less: Travel Advance _____

Amount of Reimbursement _____

If two or more employees are traveling together list other names: _____

*Adjust for difference on next requisition: TNUMBER T0000XXXX

SIGNED _____

Claimant

ACTION:

APPROVED: _____
 Department Chairperson/Director Date

APPROVED: _____
 Dean or Administrative Officer Date

APPROVED: _____
 Vice President for Business and Fiscal Affairs Date

APPROVED: _____
 President or Provost Date

Advance Registration _____
 Date

Car Rental _____
 Date

Travel Advance _____
 Date

Reimbursement _____
 Date