

BSU/NTC TRAVEL REQUEST AND AUTHORIZATION FORM

Employee Name _____ Estimated Expenses:

Department _____ Transportation \$ _____

Campus Phone # _____ Box # _____ Lodging \$ _____

BSU ACCOUNT# _____ Amt: _____ Meals \$ _____

_____ Amt: _____ Other \$ _____

_____ Amt: _____ Registration* \$ _____

Special Acct Approval ie: PDF/FIG/PIF _____ TOTAL \$ _____

Location of Activity/Event: _____

Name of Activity/Event: _____

Departure Date: _____ Departure Time: _____ AM PM

Return Date: _____ Return Time: _____ AM PM

BSU Vehicle Enterprise Rental Car Personal Car Air

NTC Vehicle National Rental Car

BSU Vehicle Requested: (Indicate how many of each) **Number of Persons Traveling in Vehicle** (including driver) _____

_____ Passenger Van (seats 12) _____ Suburban (seats 8) _____ Mini-Van (seats 7) _____ Equipment Trailer

Note: All drivers must be approved to drive University vehicles. Authorization is obtained annually through the Vehicle Services Office. If approval is not obtained prior to the pick up date, the requestor will be prohibited from driving a University vehicle. Questions of approval, call 2859

All Drivers & Passengers must be listed Faculty/Staff Student Employee/Student ID Driving

(Use reverse side for additional names)

Employee _____ Date _____

Approved _____ Date _____
Supervisor/Dept Chair

Approved _____ Date _____
Director/Dean

Approved _____ Date _____
Vice President

Approved _____ Date _____
President

Forward the completed request to Deputy 202 Box 5, Travel Desk

This form will stay on file at the Travel Desk. QUESTIONS? CALL 2850.

IF YOU WOULD LIKE A COPY OF THIS FORM MAILED TO YOU WITH ALL APPROVING SIGNATURES PLEASE CHECK HERE _____

Print Name Here for Mailing _____ Box # _____