



PEOPLESOFT REQUISITION NO.

TRAVEL REQUEST FORM

REVISED: MARCH, 2002

TRAVEL BEGINNING DATE:		TRAVEL ENDING DATE:			Estimated Expenses		
DATE	DAILY ITINERARY	ADDRESS WHILE AWAY	NATURE OF BUSINESS	METHOD OF TRAVEL	Travel	Meals	Lodging
FOR BUSINESS OFFICE USE PO AND VOUCHER PROCESSING STATUS			TRAVEL, MEALS, AND LODGING		Sub Total		
REG :		LOD:		REGISTRATION EXPENSES:	Sub Total		
AIRFARE:				MISCELLANEOUS EXPENSES:	Sub Total		
FINAL REIMB:				TOTAL ALL ESTIMATED EXPENDITURES:	Total		

PAYMENT OPTIONS: (PLEASE CHECK THE APPROVED PAYMENT OPTIONS.)

REGISTRATION (Account 727130)

- Reimbursement to Employee (ASU Check)
- P-Card Payment
- Pre Paid Registration to vendor listed below (ASU Check):

LODGING (Account 640100)

- Pre Paid to Vendor (ASU Check)
- Reimbursement to Employee

AIRFARE (Account 640100)

- Pre Paid to Vendor (ASU Check)
- Reimbursement to Employee

Registration

Vendor: _____ Fed ID or SSN _____

Address: _____

Standing Travel Authorization For Fiscal Year _____

High Cost Area

CHARGE TO:

FUND _____ DEPT ID _____ PROGRAM _____ CLASS _____ PROJECT/GRANT _____

(Note: If you have any questions concerning the appropriate account code, please contact the Business Office.)

Submitted By: _____ SSN _____ Date: _____

Approved: _____ Date: _____
Department Head

Approved: _____ Date: _____
Administrator in Charge