### Traveler's Name:
- Driver  
- Passenger  

### Drivers License:
- State: 

### Staff  Faculty  Student  Admin, Dean, Provost, V.P.

### Bargaining Unit:
- Phone Number:

### Purpose of Travel:

### Destination City: 
- State: 
- Departure Date: 
- Depart. Time: AM  PM 
- Return Date: 
- Return Time: AM  PM 

### List Passengers:

### Enterprise Automobile: (Attach trip optimizer)

### Personal Automobile:
- (  ) @ $ 0.625 per mile

### Public Transportation (State Type of Transportation to be Used)

### Lodging:
- (  ) nights @ $ 

### Conference Site (Host Hotel):
- Yes
- No
- Other (specify)

### Subsistence:
[https://www.passhe.edu/inside/anf/accounting/Pages/Employee-Travel-Expense-Reimbursement-Rates.aspx](https://www.passhe.edu/inside/anf/accounting/Pages/Employee-Travel-Expense-Reimbursement-Rates.aspx)

### Conference Fees (DO NOT ATTACH original registration form) Select form of payment:
- Paid by Accounts Payable? Yes  
  (Submit original registration form along with literature)
- Paid on ESU Purchase Card Yes  
  (Attach to credit card statement)
- Reimbursed on Travel Expense Voucher? Yes  
  (Attach to travel expense voucher)

### TOTAL ESTIMATED EXPENSES (IF NONE, specify $0.00)

### Original Signatures Required & Allowed Reimbursement From Budget

<table>
<thead>
<tr>
<th>Traveler</th>
<th>Date</th>
<th>Personal Contrib.</th>
<th>Amt. $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Depart Chair/Director</td>
<td>Date</td>
<td>Funding Source</td>
<td>Amt. $</td>
</tr>
<tr>
<td>Grants Officer (If grant is involved)</td>
<td>Date</td>
<td>Funding Source</td>
<td>Amt. $</td>
</tr>
<tr>
<td>Dean/Manager</td>
<td>Date</td>
<td>Funding Source</td>
<td>Amt. $</td>
</tr>
<tr>
<td><strong>Vice President</strong></td>
<td>Date</td>
<td>Funding Source</td>
<td>Amt. $</td>
</tr>
<tr>
<td><strong>President</strong></td>
<td>Date</td>
<td>Funding Source</td>
<td>Amt. $</td>
</tr>
</tbody>
</table>

### Cost Center/WBS  GL Acct 

### Business Office Review  Business Office Approval  Date  Fund Reservation #