ALLOW FOR APPROPRIATE MAIL DELIVER TIME

<table>
<thead>
<tr>
<th>Traveler's Name:</th>
<th>Driver</th>
<th>Passenger</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drivers License:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Traveler's Department:  

Drivers License:       

Bargaining Unit:       

Phone Number:          

Purpose of Travel:      

Destination City:      

State:                

Departure Date:       

Depart. Time:          

AM | PM

Return Date:          

Return Time:          

AM | PM

TRIP OPTIMIZER:  

List Passengers:

NOTE: EACH passenger is required to complete a Travel Approval Request Form.

TRAVELER'S ESTIMATED EXPENSES

<table>
<thead>
<tr>
<th>Enterprise Automobile: (Attach trip optimizer)</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Automobile: ( ) @ $0.670 per mile</td>
<td>$</td>
</tr>
<tr>
<td>Public Transportation (State Type of Transportation to be Used)</td>
<td>$</td>
</tr>
<tr>
<td>Lodging ( ) nights @ $</td>
<td>$</td>
</tr>
<tr>
<td>Conference Site (Host Hotel)</td>
<td>Yes</td>
</tr>
</tbody>
</table>
| Subsistence:  
| 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)

Other:  

| 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>Cost Center/WBS</th>
<th>GL Acct #</th>
<th>Amt.</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Depart Chair/Director</td>
<td>Date</td>
<td>Funding Source</td>
<td>Amt.</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants Officer (If grant is involved)</td>
<td>Date</td>
<td>Funding Source</td>
<td>Amt.</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dean/Manager</td>
<td>Date</td>
<td>Funding Source</td>
<td>Amt.</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vice President</td>
<td>Date</td>
<td>Funding Source</td>
<td>Amt.</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>President</td>
<td>Date</td>
<td>Funding Source</td>
<td>Amt.</td>
<td>$</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total

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