

Cowley College

Employee/Student Travel Request Form

This form is required for any travel requiring the employee(s) or student(s) to be off campus for more than one day, pay a registration fee, or incur costs in excess of \$200.00. A conference agenda must be attached.

Personnel / Group traveling:			
Instructor/Activity Sponsor(s):		# of Students:	
Course ID (if applicable):		Student Travel Authorization form attached (if students are traveling, this is Required): <input type="checkbox"/>	
Travel location:		Travel request number (School Dude):	
Purpose:		Copy of Meeting Agenda & Conference Info. attached (Required): <input type="checkbox"/>	
Date/Time of departure:		Date/Time of return:	
For purchase of airline tickets: Name exactly as appears on ID and birthdate:			
Supported by: <input type="checkbox"/> Perkins <input type="checkbox"/> Non-Perkins <input type="checkbox"/> Department <input type="checkbox"/> Club / Activity <input type="checkbox"/> fundraising <input type="checkbox"/> Other: _____			
Type of Transportation		Costs	Accounts to be used
<input type="checkbox"/> college / <input type="checkbox"/> personal vehicles		\$	#
<input type="checkbox"/> airline / <input type="checkbox"/> other		\$	#
<input type="checkbox"/> miscellaneous costs:		\$	#
Additional Costs	Per Person	Total	Accounts to be used
Registration	\$	\$	#
Hotel	\$	\$	#
Meals (Per Diem)	\$	\$	#
Cash Advance	Per Person	Total	Accounts to be used
Credit Card	\$	\$	#
Cash	\$	\$	#

Submitted by: _____ Phone Ext: _____ Date: _____

Department Chair (if academic area): _____ Date: _____

Signature of Sponsor: _____ Date: _____

Approval check:

Supervisor: _____ Date: _____

Perkins Coordinator: _____ Date: _____

Vice President: _____ Date: _____

Vice President of Finance: _____ Date: _____

President: _____ Date: _____