DELAWARE STATE UNIVERSITY
TRAVEL REQUEST AND AUTHORIZATION FORM

REQUISITION# _____ **DEPARTMENT PHONE:** _____
(FOR ENTIRE TRIP)

NAME: _____ DATE: _____
ID# _____ DEPT# TO BE CHARGED: _____ PHONE: _____
DATE OF DEPARTURE: _____ DATE OF RETURN: _____
DESTINATION & PURPOSE OF TRIP: _____
NUMBER OF PERSONS TRAVELING: STAFF: _____ STUDENTS: _____

MODE OF TRAVEL:

FLEET SERVICE VEHICLE **(REQ#** _____ **)**..... _____
GAS CC REQUESTED: ..... _____
PERSONAL VEHICLE MILEAGE ESTIMATE _____ MILES @ .555 CENTS _____ 0.00
PLANE FARE: **(REQ#** _____ **)**..... _____ 0.00
TRAIN FARE: **(REQ#** _____ **)**..... _____ 0.00
BUS FARE: **(REQ#** _____ **)**..... _____
RENTAL CAR COST: **(REQ#** _____ **)**..... _____
MISC. (TOLLS, TIPS, TAXI, LIMO SERVICE, PARKING, ETC.) **(REQ#** _____ **)**..... _____ 0.00

LODGING:

OF NIGHTS _____ @ _____ PER NIGHT PLUS TAX **(REQ#** _____ **)**..... _____ 0.00
OF OCCUPANTS PER ROOM _____ STAFF _____ STUDENTS _____
NAME OF HOTEL / MOTEL: _____ PHONE# _____
ADDRESS: _____

MEALS:

OF DAYS _____ @ $45 (STAFF) **(REQ#** _____ **)**..... _____ 0.00
OF DAYS _____ @ $28 (STUDENTS) **(REQ#** _____ **)**..... _____ 0.00
(MEALS **CANNOT** EXCEED $45.00 PER DAY, INCLUDING TIPS. ALL MEALS THAT ARE INCLUDED IN THE REGISTRATION FEES **MUST** BE SUBTRACTED FROM THIS AMOUNT.)

REGISTRATION FEE **(REQ#** _____ **)**..... _____ 0.00

TOTAL EXTIMATED EXPENSES FOR ENTIRE TRIP ..... _____ 0.00

I understand that a Delaware State University Reimbursement of Personal Expenses Form (PE-1) and a purchase requisition signed by the Department Head and appropriate Budget Analyst must be executed within 72 hours upon my return. I certify that I have accounted to the Business Office for all expenses. I also understand that all travel requisitions must be approved prior to departure for the proceeding trip.

_____
SIGNATURE OF TRAVELER **DATE**

APPROVED BY:

_____ _____
DEPARTMENT CHAIR **DATE** **BUDGET MANAGER** **DATE**

_____ _____
DEAN **DATE** **PRESIDENT (WHEN APPLICABLE)** **DATE**

_____
BUDGET ANALYST **DATE**