



For Travel Office use only

EASTERN OREGON UNIVERSITY TRAVEL AUTHORIZATION and ADVANCE FORM

PLEASE NOTE:

\* This form must be completed and approved at least one week prior to the beginning of the trip.

SECTION 1: MANDATORY FOR ALL IN AND OUT OF STATE TRAVEL AND TRAVEL ADVANCES

NAME: PURPOSE:

DEPARTMENT:

TRAVEL DATE(S): Normal course of business Training Recruitment

TRAINING JUSTIFICATION REQUIRED BY DEAN, IF MORE THAN ONE PERSON ATTENDS SAME TRAINING SESSION - - RECRUITMENT IS FOR RECRUITING EMPLOYEES

DESTINATION: (CITY) (STATE) (COUNTRY if foreign travel) (OUT OF STATE AND FOREIGN TRAVEL REQUIRE APPROVAL BY DEAN PRIOR TO DEPARTURE)

TRANSPORTATION TYPE: AIR GROUND AMOUNT APPROVED: INDEX CODE:

(EMPLOYEE SIGNATURE) (DATE)

BANNER GENERATED NUMBER (REQUIRED): \_910\_

Approval: I certify that this trip is necessary and that required funds are allotted for this expenditure.

(DEPT. HEAD APPROVAL) (DATE) (CABINET APPROVAL-WHEN REQUIRED) (DATE)

(DEAN / DIRECTOR APPROVAL) (DATE)

SECTION 2: TRIP COST WORKSHEET

Table with 2 columns: Description, Amount. Rows include Mileage, Per Diem (Meals, Lodging, Other), and Total.

SECTION 3: REQUEST FOR TRAVEL ADVANCE

AMOUNT: DATE FOR PICKUP AT CASHIER'S WINDOW: -OR-

DATE FUNDS NEED TO BE AVAILABLE THROUGH DIRECT DEPOSIT:

(Checks are printed on Wednesdays, Direct Deposit is done four times per week)

INDEX: ACCOUNT CODE:

SIGNATURE IS AN AUTHORIZATION FOR PAYROLL DEDUCTION FROM EMPLOYEE'S PAYROLL CHECK IF ADVANCE IS NOT SETTLED WITHIN 30 DAYS FROM THE CONCLUSION OF THE TRIP.

EMPLOYEE SIGNATURE:

DATE:

Business Office Audit Approval:

**ROUTE APPROVED COMPLETED FORM TO:**

Carrie Pollard - Accounts Payable, Inlow Hall 208, 541-962-3856

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