



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) TRANSPORTATION TYPE: AIR GROUND AMOUNT APPROVED: INDEX CODE: (EMPLOYEE SIGNATURE) (DATE) BANNER GENERATED NUMBER (REQUIRED): G Approval: I certify that this trip is necessary and that required funds are allotted for this expenditure. (DEPT. HEAD APPROVAL) (DATE) (DEAN APPROVAL) (DATE)

SECTION 2: TRIP COST WORKSHEET

ANTICIPATED TRIP COSTS Mileage miles x \$0.505/mile: \$ Per Diem: Meals \$ Lodging \$ Other \$ Total \$

SECTION 3: REQUEST FOR TRAVEL ADVANCE

AMOUNT: DATE FOR PICKUP AT CASHIER'S WINDOW: (Checks are printed on Wednesdays) 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: