

REQUEST FOR OUT-OF-STATE TRAVEL

This information is needed to complete your out-of-state travel request for the State, to insure reimbursement for your travel expenses. Request needs to be submitted at least 1 week in advance of travel.

NAME _____ ACCT. # _____

DESTINATION _____

NAME OF EVENT _____

DATES OF TRAVEL _____ THRU _____

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REGISTRATION FEE _____ HOW MANY MEALS ARE INCLUDED:

BREAKFAST _____ LUNCH _____ DINNER _____
(Do not include Continental Breakfast)

NAME OF HOTEL _____ APPROX. COST _____

MODE OF TRANSPORTATION: PRIVATE CAR MILEAGE _____

COMMERCIAL PLANE _____ COST OF TICKET _____

OTHER TYPE: _____

TRAVEL AGENCY CONTACT PERSON: _____

Airline tickets may be purchased through SHORT'S TRAVEL, 1-800-748-7400; or through the internet and paid with the department's credit card. You may also purchase through the internet using your credit card and receive reimbursement after your travel is complete.

Please save all receipts for everything related to your trip except food receipts. The State does not reimburse for food unless traveling overseas. For phone calls or internet use charges, you must state who you called and why – personal calls will not be reimbursed.