

SAU TRAVEL REQUEST DRAFT COPY

REQUEST DATE _____

PERSON TRAVELING _____

OF TRAVELERS _____

DESTINATION _____

IN/OUT OF STATE _____

LEAVE DATE/TIME _____

RETURN DATE/TIME _____

MODE OF TRAVEL _____

RENTAL CAR SIZE (See website for rental rates)

- | | |
|--------------|---------------|
| Economy | 15 Passenger |
| Compact | Minivan |
| Intermediate | Midsize SUV |
| Standard | Standard SUV |
| Full-Size | Full-Size SUV |

DEPARTMENT ACCOUNT # _____

DEPARTMENT NAME _____

TRIP DESCRIPTION _____

ESTIMATED COSTS:

Common Carrier _____

Mileage _____

Meals _____

Lodging _____

Fees _____

Airfare _____

Other _____

TOTAL COSTS: _____

Request to exceed daily hotel Maximum YES NO