



ATU-OZARK CAMPUS ELECTRONIC

TRAVEL REQUISITION

FOR OFFICE USE ONLY:

REQUISITION # _____

PO # _____

TO BE COMPLETED BY TRAVELER:

TRAVELER'S NAME: _____ **VENDOR ID (T #):** _____

INDEX CODE: _____ **FUND:** _____ **ORG:** _____ **ACCT:** _____ **PROG:** _____

DATE & TIME OF DEPARTURE: _____

DATE & TIME OF RETURN: _____

TYPE OF VEHICLE NEEDED (Please specify Personal or Motor Pool) _____

PURPOSE OF TRAVEL: _____

DESTINATION TRAVELING FROM: _____ **TO:** _____

DESCRIPTION	UNIT OF MEASURE (Ex. Miles, Nights, etc.)	QTY	COST/UNIT	TOTAL COST
Motor Pool Van Mileage	Miles			
Motor Pool Car Mileage	Miles			
In State Mileage	Miles			
In State Lodging	Night			
Out of State Mileage	Miles			
Out of State Lodging	Night			
In State Conference Registration Fees				
Out of State Conference Registration Fees				
Airfare	Roundtrip			
Other:				

PLEASE ITEMIZE NUMBER OF EACH MEAL CLAIMED BELOW:

# of Breakfasts –	# of Lunches –	# of Dinners –
Total breakfast amount: \$	Total lunch amount: \$	Total dinner amount: \$

COMMENTS: _____

Grand Total:

SIGNATURE OF TRAVELER: _____ **DATE** _____

SIGNATURE OF SUPERVISOR: _____ **DATE** _____