



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: ZSVCOM FUND: _____ ORG: _____ ACCT: 704100 PROG: _____

DATE & TIME OF DEPARTURE: May 9 2024

DATE & TIME OF RETURN: May 9 2024

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

PURPOSE OF TRAVEL: ATU Ozark Commencement 2024

DESTINATION
TRAVELING FROM: _____ TO: Russellville, AR

DESCRIPTION	UNIT OF MEASURE (Ex. Miles, Nights, etc.)	QTY	COST/UNIT	TOTAL COST
Motor Pool Van Mileage	Miles		.47	
Motor Pool Car Mileage	Miles		.44	
In State Mileage	Miles		.52	
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			
Hotel Parking, Airport Parking, Taxi/Shuttle				
Destination of Travel Per Diem 75% first and last day of travel _____	Number of travel days: _____		Meals Total: _____	

COMMENTS: _____

Grand Total:

SIGNATURE OF TRAVELER: _____ DATE _____