



Staff Travel Request Form

For staff travel requests falling within departmental budgets. Attach form to your AP Workflow request.

Employee(s): _____

Date: _____

Business Purpose: (Please attach itemized budget with estimated costs to request)

Total Amount Requested: _____

Travel Dates: _____

Approval by Department Associate Director: _____

Amount Approved (if other than amount requested): _____

Chartfield for expenses: _____