

College-owned vehicles will be used when an employee is required to use a vehicle to conduct business. If necessary, a rental may be used, whichever is most cost effective.

**Do you need a vehicle:**  Yes  No

Name  Dept  Cost Code  Fund

Dates and Destination		
Date	Time	City and State
<input type="text"/>	<input type="text"/>	From <input type="text"/>
<input type="text"/>	<input type="text"/>	To <input type="text"/>
<input type="text"/>	<input type="text"/>	From <input type="text"/>
<input type="text"/>	<input type="text"/>	To <input type="text"/>

Reason for Travel:

\* Direct Billed costs represent those that the College will pay in advance.

**Transportation**

**Estimated Costs (complete all that apply)**  
**Direct Billed\*** **Reimbursed**

*Air Fare	<input type="text"/>	<input type="text"/>
Personal Vehicle miles <input type="text"/> 42.5 cents	<input type="text"/>	<input type="text"/>
*Vehicle Rental	<input type="text"/>	<input type="text"/>
Other Ground Transportation	<input type="text"/>	<input type="text"/>
<b>*Parking</b>	<input type="text"/>	<input type="text"/>
<b>*Registration Fee</b>	<input type="text"/>	<input type="text"/>
No. of Rooms <input type="text"/> *Lodging \$ <input type="text"/> x <input type="text"/> nights	<input type="text"/>	<input type="text"/>
Facility Name and Phone Number:	<input type="text"/>	
<b>Meals:</b> \$30 MAX per day In-State (3 meals) \$50 MAX per day Out-of-State	<input type="text"/>	<input type="text"/>
<b>Subtotal Estimated Expenses</b>	<input type="text"/>	<input type="text"/>
<b>Grand Total for Trip</b>	<input type="text"/>	

**Other Person(s) Traveling**

**Approval Signatures**

\_\_\_\_\_  
 Traveler Date

\_\_\_\_\_  
 Supervisor Date

\_\_\_\_\_  
 Business Office Approval Date

**Business Office Use Only**

Vehicle Assignment State Vehicle Assigned \_\_\_\_\_ Rental-Return rental agreement to Business Office Personal

**Approved for Professional Development** \_\_\_\_\_  Perkins  Operating Use 390002