

# TRAVEL REQUEST

SU 615 (R 2/89)

# SOUTHERN UNIVERSITY

## INSTRUCTIONS

1. This form is to be submitted in triplicate to the proper university office at least two weeks before proposed time of departure.
2. Travelers will not leave station of duty until formal Approval is received from the Office of the President
3. One copy of approved travel request is to be attached to travel expense statement when submitted for reimbursement.
4. At the discretion of the President the mode of travel may be changed.
5. The University requires all travelers to use the most economical as well as the most direct route. The determination of same is the priority of the University.

Request is Made for Approval for Travel to be Made In—On	No. of Travelers
Duration	Purpose

Place or Places to be Visited

NAMES OF TRAVELERS	APPROXIMATE EXPENSES				DEPARTMENT TO BE CHARGED
	FOOD	LODGING	TRANSPORTATION	OTHER	

FUND	AREA	ORGN	SUB ORGN	OBJ	SUB OBJ	AMOUNT
						\$

Availability of Funds  
 Yes  No  \_\_\_\_\_ Date \_\_\_\_\_

Signed

TRAVEL REQUEST NO

Signature of Applicant \_\_\_\_\_

Approved—Department Head/Grant Director/Coordinator \_\_\_\_\_

President, Vip's, Etc. \_\_\_\_\_

Vice Chancellor for Administration \_\_\_\_\_

Remarks \_\_\_\_\_