

UNIVERSITY OF THE SOUTHWEST
TRIP APPROVAL / ADVANCE REQUEST

Name: Janae Doe Date: Marchn 15 2019 Dept.: COB

Describe the purpose of the trip (including sponsoring organization, if any):
Seminar on teaching techinques

Time and Place of meeting(s) or Event(s): Albuquerque NM April 1-4 2019 Holiday Inn

Telephone number where you can be reached: 123-456-7890

Date and time of departure: April 1 6:00am Date and time of return: 4/5/2019 6:00pm

If Trip expenses are to be paid by USW, estimate costs below:

| ITEM | ESTIMATED COST |
|-----------------------|------------------------|
| AIRFAIRE/CHARTER | |
| MILEAGE / FUEL / CABS | \$ <u>200.00</u> |
| LODGING | \$ <u>450.00</u> |
| FOOD | \$ <u>150.00</u> |
| REGISTRATION FEES | \$ <u>300.00</u> |
| TOTAL | \$ <u>1,100.00</u> |

Travel Advance Requested: 1100

Budget Account: 10-60300-xxxxx

Jan Doe 3/15/2019
Employee Date

Supervisor Date

Senior Administrator Date

President Date

NOTE: You should have an PO for your trip to attach to your expense report upon return.
Trip Approvals should be Submitted 2 weeks before you leave.
AN EXPENSE REPORT SHOUD BE TURNED IN WITHIN 24 HOURS OF RETURN FROM TRIP.