

HOW TO COMPLETE A TRIP APPROVAL

Name: Name of the person traveling is required in order to receive a Purchase Order (PO).

Date: List the date the form is filled out.

Dept: List the department the trip is for (example: Business Office).

Describe purpose of the trip: Include a brief description of the trip (example: AP Conference).

Time and place of meetings or events: List the city and state traveling to (example: Roswell, NM).

Telephone number where you can be reached: Required for contact purposes. This can be a cell phone number.

Date and time of departure: Required.

Date and time of return: Required.

Estimated Cost Box: List an estimate of the cost of each item in the Box.

Travel advance requested: List the amount of the Advance you will be requesting.

Budget Account: This represents the budget account number to charge for the expenses.

Employee: Employee signature.

Supervisor: Supervisor signature.

Senior Administrator: Senior Administrator signature (i.e., Provost, CFO, etc).

President: Required only if Senior Administrator making the travel.

October 21, 2021