

**KANSAS STATE UNIVERSITY
REQUEST FOR TRAVEL**

Document Date: _____

This is to request that the following travel be approved. Approval does not necessarily mean that the total estimated expenses may be claimed for reimbursement. Reimbursement is made in accordance with applicable regulations and can be determined only after the travel voucher has been processed by Financial Services and the State Division of Accounts and Reports.

Traveler/Title: _____ Department: _____

Destination: _____

Purpose of travel: _____

Date Leaving: _____ Returning: _____

Meeting Dates: Beginning: _____ Ending: _____

TRANSPORTATION EXPENSES:

Private Car Motor Pool Rental Car \$ _____

Miles driven: _____

Other _____ Airfare \$ _____

OTHER EXPENSES: (see links below to estimate per diem and lodging rates)

Meals – No. of Days: _____ Rate Per Day: _____

Lodging – No. of Days: _____ Rate Per Day: _____

Registration Fee – Who paid: _____

Miscellaneous Costs – Explain: _____

KSU Account(s) funding travel:

Project Name	Project Number	Amount	APO/TV Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Other KSU Travelers: _____

Approval Requested by: _____ Date: _____

Department Authorized Signature: _____ Date: _____

The completed form is to be maintained on file in the authorizing official's office for five years. The authorized signature and traveler cannot be the same person.

Effective January 1, 2016 per diem rates are calculated based on specific location of travel. See links below.

CONUS (Contiguous United States): <http://www.gsa.gov/portal/content/104877>

OCONUS (Outside Contiguous United States-Alaska, Hawaii, U.S. Territories): <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

INTERNATIONAL (All Non-US States and Territories): https://aoprals.state.gov/web920/per_diem.asp

ESTIMATED TOTALS:	
Transportation:	\$ _____
Meals:	\$ _____
Lodging:	\$ _____
Registration:	\$ _____
TOTAL:	\$ _____
Meals included in Registration fee	
B	L
_____	_____
D	_____