



# Employee Travel Request Form

\*\*\*Form must be approved 3 weeks prior to travel\*\*\*

Employee Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Department: \_\_\_\_\_ Position: \_\_\_\_\_

Reason for Travel: \_\_\_\_\_

Date(s) of Travel: \_\_\_\_\_ Destination: \_\_\_\_\_

Travel Location:  Local (no overnight)  In-State  Out-of-State (GM approval required)

Check off and attach documentation of estimated expenses to support your request:

Approved Training Request form  Lodging  Travel Per Diem Request form

Driving directions  Plane ticket  Baggage Fees  Rental Car/Uber  Parking  
Mileage reimbursement = .70/mile

**Estimated expenses:**

Transportation and related expenses	_____
Lodging	_____
Meal Per Diem Request Form	_____
Total	_____

_____ Department Manager Name	_____ Department Manager Approval	_____ Date
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_____ Admin Services Manager Name	_____ Admin Services Manager Approval	_____ Date
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_____ General Manager Name (required for out of state travel)	_____ General Manager Approval	_____ Date
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**Next Steps:**

1. After approval by the Administrative Services Manager (AGM), AGM will send the approved Travel Request form, including the Travel Per Diem Request form backup to the employee and HR for record keeping purposes.
2. Two weeks before date of travel, employee must submit the Travel Per Diem Request form to Accounts Payable for processing.
3. After travel has occurred employee may submit a Travel Expense Reimbursement form to HR for review and approval.

_____ Filed with HR	_____ Date
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