

Oklahoma Panhandle State University
TRAVEL REQUEST FORM

Date: _____

Name of Traveler: _____
(Please Print)

There are 7 steps to completing this form. Please fill out each completely. Thank you!

1. In State *Out of State (Please Check One)
*Note - Out of State Travel should be approved at least 30 days before actual trip)

2. Please check one of the following regarding transportation:
 OPSU Car OPSU Van OPSU Mini Van Chartered Vehicle
 Taking Personal Vehicle - Provide License Plate # _____

3. **Keys/fuel card/etc. for university vehicles should be checked out just prior to leaving campus. It is contrary to Oklahoma State law to use a university vehicle for business other than university business. Only employees of the university are allowed to drive state-issued vehicles. Family members who are not university employees may not ride in or drive university vehicles.
I have read and understand the above statement: _____
**See 5.8 in the OPSU Staff Handbook (Traveler's Signature)

4. Official Business (name of conference/event/meeting): _____
City _____ State _____
Meeting Dates _____ Meeting Times _____
Departure Date _____ Departure Time _____ / Return Date _____ Return Time _____

5. Please check items that pertain to this trip:
 Lodging Per Diem (please see travel guidelines for rules regarding per diem, lodging, airfare, etc.)
 Mileage Miscellaneous (please provide detailed information): _____
Department charged to: _____ Account #: _____
Department and Account # must be filled in
 Please check here if not at university expense

6. Comments/Disposition of Classes: _____

7. Signatures

Date Signature - Traveler
If you are driving a university vehicle - your signature authorizes mileage expenses to be charged to your departmental budget. Cars - \$0.30 p/m; Vans and Mini-Vans - \$0.60 p/m.

****Traveler: Please note that a travel request is required to be on file before actual travel begins.**

Date Signature - Dean/Supervisor ()Approved ()Disapproved

Date Signature - Appropriate Vice President ()Approved ()Disapproved

Date Signature - Physical Plant (only if university vehicle is requested) () Vehicle Assigned _____ Car #

****Call the Physical Plant at Ext. 1590 for questions regarding university vehicles****
*****If you have questions regarding travel guidelines, please call Abby Rice at Ext. 1400 - Thank You*****