

FRANCIS MARION UNIVERSITY

TRAVEL REQUEST

Date _____

Name _____ Social Security No. _____

Place to be visited _____ Budget Acct. No. _____

Date departure _____ Date return _____

Purpose of trip _____

Method of travel: Personal Vehicle Plane Other _____
 University Vehicle Pickup: Date _____ Time _____ Return: Date _____ Time _____

If travel is by VEHICLE, list passengers _____

Funds requested and allowed:

To be paid to vendor by Accounting Office	<u>To be reimbursed to traveler</u>
Registration Fee _____	Mileage _____
Airfare _____	Lodging _____
Vehicle Rental _____	Meals _____
(Requires Advance Authorization)	Airfare _____
Total _____	Other _____
	Total _____

Signature _____

APPROVED: _____
 Dean/Department Head _____
 President or Vice President _____

REIMBURSEMENT REQUEST [Submit within seven (7) days after return to campus]

Date	DEPARTURE		ARRIVAL		MEALS				LODGING	AUTO	
	Time	City	Time	City	Breakfast	Lunch	Dinner	Total		Miles	Amount
TOTAL											

CHECKLIST:

- Social Security Number
- Budget Account Number
- Signature
- Check totals
- Attach receipts for every reimbursement request except meals and taxi (canceled checks and credit card invoices are not valid receipts)

OTHER REIMBURSABLE TRAVEL CHARGES:

REIMBURSEMENT PAYMENT:
 Mail to campus address _____
 Mail to home address _____

TOTAL OTHER

TOTAL REIMBURSEMENT REQUEST

Signature _____ Date _____

APPROVED: _____
 Dean/Department Head _____
 President or Vice President _____

I HEREBY CERTIFY OR AFFIRM THAT THE ABOVE EXPENSES WERE ACTUALLY INCURRED BY ME AS NECESSARY TRAVEL EXPENSES IN THE PERFORMANCE OF MY OFFICIAL DUTIES FOR FRANCIS MARION UNIVERSITY ON BEHALF OF THE STATE OF SOUTH CAROLINA.

After completing this form, make four copies and send to the following departments:
 Original - Accounting Office (Submit after reimbursement request is completed) Copy 1 - Traveler Copy 2 - Dean/Department Head Vice President Copy 3 - Physical Plant Copy 4 - Accounting Office (For advance registration fees and/or airline tickets)