

**EMPLOYEE AND TRAVEL INFORMATION: *ALL FIELDS REQUIRED THIS SECTION***

PURPOSE OF TRIP: \_\_\_\_\_

**If travel loan is requested, Travel Loan Form must be completed and attached.**

## APPROVED COSTS

OTHER: \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

## ACCOUNTING and APPROVALS

VICE PRESIDENT'S APPROVAL	DATE	PROFESSIONAL DEV. APPROVAL (req'd if prof. dev. funded)	DATE
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FOAPAL(2) \_\_\_\_\_  
 (optional) **FUND** \_\_\_\_\_ **ORG** \_\_\_\_\_ **ACCT** \_\_\_\_\_ **PROG** \_\_\_\_\_ **ACTV** \_\_\_\_\_ **LOCN** \_\_\_\_\_ \$ \_\_\_\_\_