

TRAVEL REQUEST

EXHIBIT 36

Out of state travel must be submitted 30 days in advance and approved by the President

NAME \_\_\_\_\_ DATES OF TRAVEL \_\_\_\_\_

DESTINATION: \_\_\_\_\_

PURPOSE: \_\_\_\_\_

Roundtrip mileage \$ \_\_\_\_\_

Public Transportation \_\_\_\_\_

Parking & Tolls \_\_\_\_\_

Meals \_\_\_\_\_

Lodging \_\_\_\_\_

Registration \_\_\_\_\_

Other \_\_\_\_\_

TOTAL ESTIMATED COST: \$ \_\_\_\_\_

IMMEDIATE SUPERVISOR DATE \_\_\_\_\_

PROVOST/DEAN DATE \_\_\_\_\_

(Or designee if estimated cost exceeds \$500)

PROMISSORY NOTE
TEMPORARY TRAVEL ADVANCE
(\$50.00 MINIMUM)

I request a temporary travel advance of \$\_\_\_\_\_ for the above approved travel expenses. I understand and agree that I must repay the advance in full as soon as I am reimbursed for the actual expenses incurred and in all cases not more than 60 days after receipt of the advance. I further understand that failure to comply with this agreement will result in the holding of my paycheck until the advance is repaid.

Employees Signature: \_\_\_\_\_ Date: \_\_\_\_\_

TRAVEL ADVANCE RECEIVED

Voucher Number: \_\_\_\_\_ Voucher Date: \_\_\_\_\_

Date Received: \_\_\_\_\_ Check Date \_\_\_\_\_

Amount Received \$ \_\_\_\_\_ Check Number \_\_\_\_\_

Travel Advance Received by: \_\_\_\_\_

Business Office Supervisor: \_\_\_\_\_

Repayment is due by: \_\_\_\_\_

Travel Advance Repaid

Date Repaid: \_\_\_\_\_ Amount Repaid \$ \_\_\_\_\_ Cash \_\_\_\_\_

Check # \_\_\_\_\_

Business Officer Supervisor \_\_\_\_\_

