

NORTHERN OKLAHOMA COLLEGE REQUISITION FOR TRAVEL

This form is required for all travel if a travel claim is to be filed for expenses.

Directions: Please complete the information indicated below and obtain the approval of the department/division chair and Vice President applicable to the corresponding area. The form must then be forwarded to the Office of Financial Affairs in Tonkawa for budget verification and President's approval. After approvals are obtained, a copy will be returned to the applicant with action noted. This approved requisition must be on file in the Office of Financial Affairs or no claim will be paid. A Request for Travel Reimbursement form and all documentation must be submitted to the Office of Financial Affairs in Tonkawa. Original signed receipts for lodging, registration, etc. are required to be turned in with the Request for Travel Reimbursement form. State law limits per diem and hotel expenses. The mileage rate on private cars is set by federal and state guidelines. Airline tickets will be purchased by the Office of Financial Affairs according to state regulations.

Date of request _____ Name _____ Phone # _____

Travel destination _____

Purpose of proposed travel _____

Date of departure _____ Date of return _____

Time of departure _____ Time of return _____

Emergency contact number _____

Mode of travel _____

Other person(s) also traveling include: _____

Arrangements made for classes and other duties: _____

Recommended by _____ Division/Dept. _____
Department/Division Chair

Fed. Award # _____ Grant Director's Approval _____

Vice President's approval _____ Date _____

FOR OFFICE USE ONLY	
<i>Estimated cost of trip:</i>	
Transportation:	
College vehicle _____ miles x \$ _____ per mile = \$ _____	
Personal vehicle _____ miles x \$ _____ per mile = \$ _____	
Flight _____ = \$ _____	
Meals: _____ days x \$ _____ per day = \$ _____	
Lodging: _____ nights x \$ _____ per night = \$ _____	
Other costs: (registration, parking, etc.) _____ = \$ _____	
<i>Total Estimated Costs = \$ _____</i>	

Budget Verification _____ Budget \$ _____ Date _____
(Initials)

President's approval _____ Date _____