

## TRAVEL REQUEST FORM

FUNDS RESERVATION (FR) No. \_\_\_\_\_

SHIPPENSBURG UNIVERSITY

Name \_\_\_\_\_

Dept./Office \_\_\_\_\_

Dept./Office  
Cost Center \_\_\_\_\_

Destination (city/state) \_\_\_\_\_

Date(s) of Trip \_\_\_\_\_

Purpose \_\_\_\_\_  
(Please do not use abbreviations in this section.)

Person(s) accompanying you \_\_\_\_\_

Transport (check all that apply)      State car      Private auto      Rental Car      Bus      Train      Plane

Intended Funding Source (check all that apply)      Department      College/Dean's Office      CFEST      Other, please note: \_\_\_\_\_

Check if applicable: \_\_\_\_\_ "I am unable to operate a motor vehicle because of my disability; therefore, I have not completed the section requiring a driver's license number."

Remarks:

Request: \_\_\_\_\_ Please provide information for blocks checked:

Travel Advance (up to 80% of out-of-pocket expenses received in check form 1 week prior to travel. Provide home address.) \_\_\_\_\_

Prepayment of Registration (attach copy of brochure & completed registration form; Univ. check payable to: \_\_\_\_\_)

Travel Cost Estimates	Funding Cost Center or Grant No. _____	Sequential Authorizations (as required) and Dates
Transportation: Private car @ _____ \$ _____ Other _____	Original Allocation \$ _____ Previously Approved _____	1. _____ Date Applicant
Lodging [include tax(es) ] _____	Balance Available _____	2. _____ Date Chairperson or Supervisor
Meals _____	Cost of This Travel _____	3. _____ Date Director or Dean
Tolls _____	Balance Carried Forward _____	4. _____ Date Vice President
Parking _____		
Miscellaneous _____		
<b>TOTAL ESTIMATE</b> \$ _____		
615100 <b>MAXIMUM TRAVEL ALLOWANCE</b> \$ _____	<b>Travel Funding Approval:</b> Recorder's Initials: _____	<b>Encumbrance entered</b> (initials/date): _____
616000 <b>REGISTRATION FEES</b> \$ _____	Balance Remaining \$ _____	Original Allocation \$ _____

NOTE: Foreign travel requires signature of President or appropriate Vice President in section G.

**Submit a single copy at least 10 days in advance of first day of travel. If prepayment of registration is requested, submit a single copy at least 10 days prior to the registration deadline date.** Revised 08/31/17

## Shippensburg University

### TRAVEL REQUEST INSTRUCTIONS

- A - This section identifies the applicant and his/her organization. An Operator's License Number is required in order to use a state vehicle. Those with out-of-state operator's licenses are required to give their numbers plus a two-letter abbreviation showing the state of issue.
- B - The destination should be a specific city or town. If traveling to a college or university, be sure to show the city or town in which located or which is closest. Avoid abbreviations in the **Purpose** space, since these are not always known to those who must later review the **REQUEST**. If presenting a paper or chairing a meeting, be sure to include that information.
- C - The state requires that you travel by the most direct route and by the least expensive mode. Your reimbursement may be reduced if both conditions are not met. Designation of a state car as the mode of travel does not guarantee the availability of a state car. That can only be determined by calling Vehicle Dispatch (ext. 1567). Use the Remarks line to provide miscellaneous comments.
- D - Check the intended funding sources associated to support this travel.
- E - The applicant should check the appropriate blocks and provide information that will be needed by the preparer. "Out Service Training" forms are not required for prepayment of registration fees.
- F - The applicant should complete the estimates, total them in the appropriate space, and sign the **REQUEST**. In addition, it must be signed by: 1) Applicant, (2) Department Chair, (3) Dean, (4) Provost or Appropriate Vice President, and (5) President, if foreign travel.
- G - The **REQUEST** is then forwarded up through administrative channels where: (1) approval signatures are affixed; (2) the office having an allocation of travel funds (Travel Funding Approval) will complete the center section and fill in the MAXIMUM TRAVEL ALLOWANCE (615100) in Section E and the amount approved for registration fees (616000) in Section F. When the **REQUEST** reaches the office designated to encumber travel, a **Funds Reservation** is put into the financial accounting system to encumber 615100 and 616000, at which time a FR number is generated by the SAP system. The encumbering office will notate the FR number on the **REQUEST** and make copies of the approved **REQUEST** and distribute:  
State vehicle - Vehicle Dispatch  
Travel Advance - c/o Accounts Payable  
Prepayment of Registration Fees - c/o Accounts Payable
- A copy of the approved **REQUEST** will be sent to the applicant as well as the Travel Funding Approval office, if that office is different from the encumbering office.
- H.- Foreign travel requires signature of the President or their designee.