

UNIVERSITY LIBRARIES & MUSEUM
APPLICATION FOR TRAVEL/TRAINING - STATEMENT OF EXPENSES

10/08

NAME OF APPLICANT _____

DEPARTMENT _____

DATE _____

PLANNED ACTIVITY:

TRAVEL: From Bowling Green to _____
Destination Date Time

From _____ to Bowling Green
Destination Date Time

Ground travel: _____ Private auto _____ University vehicle _____ Rental cars
_____ Round trip _____ One way _____ Est. Gas
_____ Miles X \$ _____ per mile = \$ _____

Air travel: _____ Round trip _____ One way
From: _____ to _____ = \$ _____

Onsite transportation: _____ Limo _____ Taxi
_____ Round trip _____ One way
From: _____ to _____ = \$ _____

Parking \$ _____ Tolls _____ Other _____ = \$ _____

LODGING: _____ days @ \$ _____ per day = \$ _____ TOTAL TRAVEL \$ _____

_____ days @ \$ _____ per day = \$ _____ TOTAL LODGING \$ _____

MEALS: _____ days @ \$ _____ per day = \$ _____

_____ days @ \$ _____ per day = \$ _____ TOTAL MEALS \$ _____

OTHER: _____ TOTAL OTHER \$ _____

TOTAL EXPENSES \$ _____

SUMMARY OF AVAILABLE FUNDS:

<u>Index #</u>	<u>Comm. Code</u>	
_____	_____	TRAVEL BUDGET \$ _____
		(State Funds)
_____	_____	DEAN'S ALLOCATION \$ _____
_____	_____	OTHER (specify) \$ _____

FUNDS APPROVED PAC: _____ TOTAL FUNDS AVAILABLE \$ _____

APPROVED: _____
DEPARTMENT HEAD DATE

APPROVED: _____
DEAN DATE