



SPLIT FUNDED OUT-OF-STATE TRAVEL REQUEST

ALL TRAVEL OUTSIDE THE BORDERS OF OKLAHOMA MUST BE APPROVED BY THE PRESIDENT IN ADVANCE.

Meeting Dates: From: _____ To: _____

Departure/Return Dates: Depart: _____ Return: _____

Employee Name: _____ Employee ID #: _____

Destination (Event): _____

City, State: _____

	<u>DEPARTMENT:</u>	<u>ORGANIZED RESEARCH:</u>
Estimated Airfare Cost:	_____	_____
Estimated Registration Fee:	_____	_____
Estimated Lodging Cost:	_____	_____
Estimated Per Diem Cost:	_____	_____
Estimated Mileage Cost:	_____	_____
Estimated Other Expenses:	_____	_____
Estimated Total Cost:	_____	_____
Account Name:	_____	_____
Account Number:	_____	_____
Travel Acct. Balance, If Approved:	_____	_____

THE APPROVAL PROCESS FOR THIS FORM IS AS FOLLOWS:

1. DIVISION EMPLOYEE TO ENTER REQUISITIONS FOR AIRFARE AND/OR REGISTRATION.
2. DIVISION HEAD TO CONFIRM AVAILABILTY OF FUNDING, SIGN AND FORWARD FORM TO APPROPRIATE VICE PRESIDENT.
3. VICE PRESIDENT TO SIGN AND FORWARD FORM TO THE PRESIDENT FOR CONSIDERATION.
4. PURCHASING TO RECEIVE APPROVED FORM FOR ENCUMBRANCE AND DISTRIBUTION.

_____ EMPLOYEE	_____ DATE	_____ DIVISION HEAD	_____ DATE
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_____ ASST. VICE PRESIDENT - (If applicable)	_____ DATE	_____ VICE PRESIDENT - (If applicable)	_____ DATE
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_____ PRESIDENT	_____ DATE
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