

TRAVEL AUTHORIZATION REQUEST FORM



Marshall University
 Accounting Office
 Room 203, Old Main
 Huntington, WV 25755

Phone 304-696-6488
 Fax 304-696-3289

Travel Order #					
FIMS Vendor ID#					
Date Prepared					
Fund	Area	Org	Object	Amount	
The total estimated cost of the trip to be reimbursed → Total					

to the traveler

Traveler Information	
Name	
Title	
University ID#	
Home Address	

Contact Person Information	
Name	
Department	
Phone Number	

Traveler's Plans		Restrictions:
City/State	Dates of Travel	Air / rail transportation and car rentals must be arranged through American Express. All out-of-state lodging should be arranged through American Express, when appropriate and practical.
from:		
to:		Meal allowance is for actual expenditures up to \$ 35 on in-state and \$ 50 on out-of state travel.
Purpose of Travel:		If meals are included in other expenses such as registration fees, the allowance is reduced. PLEASE REFER TO PGS. A2-A3 OF MU TRAVEL PROCEDURES.

Instructions: This form is to be completed if any part of the travel is to be billed directly to the university, if reimbursement is to be made to the traveler prior to the trip taking place, for cash advance requests, and if required by the traveler's Vice-President, Dean or Director.

USE THIS SECTION FOR CASH ADVANCE REQUESTS		
If a cash advance through the state is required enter the amount here:	\$	Cash advances should be obtained through the Diners Club corporate card, which are available at certain ATMs using the Mastercard (WV Travel Card). The traveler should submit a cash advance invoice with this request.
University Accounting Office Approval/Date		

Signature of Requester _____ Date _____

Approved by Vice-President, Dean or Director _____ Date _____

Title _____

Title _____