

# OUT-OF-STATE TRAVEL REQUEST

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

Traveler's Name:

Employee ID #:

Purpose of Trip (name of conference, if applicable):

Destination:

Departure Date:

Return Date:

Event Date: From

To

MODE OF TRAVEL

Airfare - Would like University to purchase

Airfare - Will purchase own ticket

Motor Pool Vehicle

Private Vehicle - MUST OBTAIN COMPARISON AIRFARE QUOTE BEFORE TRAVEL [RSU Travel Policy 2.7.8](#)

Note: The maximum amount you will be reimbursed for mileage will be equal to the lowest airfare quote

ESTIMATED EXPENSES

	To Be Paid Out-of-Pocket	To Be Paid Direct by RSU
<b>Transportation</b> <a href="#">RSU Travel Policy 2.7</a> Airfare cost or Private vehicle mileage reimbursement cost	\$ Notes:	\$ Notes:
<b>Lodging</b> <a href="#">RSU Travel Policy 2.10</a> Note: GSA rate is maximum amount reimbursable. Designated hotel stays with documentation of designated lodging/rate may be above GSA rate	\$ Notes:	\$ Notes:
<b>Registration</b> <a href="#">RSU Travel Policy 2.12</a> Must follow prepayment requirements for event registrations	\$ Notes: No Registration	\$ Notes:
<b>Meals</b> <a href="#">RSU Travel Policy 2.11</a> Limited to GSA rate. Meals provided will result in reimbursement deduction	\$ Per Diem Rate Per Day \$	N/A
<b>Local Transportation</b> <a href="#">RSU Travel Policy 2.8</a> Taxis, shuttles, rental car (must be justified). Receipts w/ noted destinations will be required.	\$ Notes:	\$ Notes:
<b>Mileage</b> To/from airport if flying	\$	
<b>Miscellaneous</b> <a href="#">RSU Travel Policy 2.12</a> Parking, Tolls, Baggage Fees, Etc. (Must be verifiable business related expenses)	\$ Notes:	\$ Notes:
<b>TOTALS</b>	\$	\$

**OVERALL TRIP TOTAL \$**

FUNDING

Department/Account Name:

Account #:

Organized Research Acct #:

(if approved)

Traveler \_\_\_\_\_ Date \_\_\_\_\_

\*1st Approver \_\_\_\_\_ Date \_\_\_\_\_  
(Dept. Head, Supervisor, etc.)

\*2nd Approver \_\_\_\_\_ Date \_\_\_\_\_  
(Dean, V.P., etc.)

President \_\_\_\_\_ Date \_\_\_\_\_

\*Approvers based on employee classification [RSU Travel Policy 3.1.3](#)

APPROVALS

Form completed by (if other than traveler)

Revised 7/2023