

# MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE TRAVEL REQUEST

For Travel outside the normal scope of position  
Submit at least ten days prior to anticipated departure

Name \_\_\_\_\_ Title \_\_\_\_\_

Circle:        Instate        Out of State (within 100 miles of border)        Out of State

Circle:        Faculty        Classified        Student

Event: \_\_\_\_\_

Location: \_\_\_\_\_

Departure date and time: \_\_\_\_\_

Event date and time: \_\_\_\_\_

Return date and time: \_\_\_\_\_

How many and who will go with you: \_\_\_\_\_

Estimation of Expenses:    **\*Indicates receipts are required**

Transportation: # \_\_\_\_\_ Miles @ \_\_\_\_\_ per mile \_\_\_\_\_

(Round trip – within MN use State mileage tables)

\*Airline (lowest cost air transportation) \_\_\_\_\_

\*Taxi \_\_\_\_\_

\*Housing # \_\_\_\_\_ nights at \$ \_\_\_\_\_ per night \_\_\_\_\_

\*Meals (within state limits) \_\_\_\_\_

Breakfast # \_\_\_\_\_ Lunch # \_\_\_\_\_ Dinner # \_\_\_\_\_

\*Fees, registrations, etc. (explain and attach information) \_\_\_\_\_

Other expenses (itemize) \_\_\_\_\_

**Total:** \_\_\_\_\_

I will use state car (if available) Circle:    YES    NO-prefer private car

If you drive a private car when state car is available, the lower rate will be paid as per travel regulations and union contracts.

I have planned this trip to achieve the most economical and practical transportation, lodging and other costs.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Approval of Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Out of state/country approval \_\_\_\_\_ Date \_\_\_\_\_

(Greater than 100 miles from border)        President or Designee

Charge to Budget \_\_\_\_\_