

## Travel Authority Request for the School of Economic Sciences

NAME \_\_\_\_\_ E-mail: \_\_\_\_\_

Destination: \_\_\_\_\_

Departure Date \_\_\_\_\_ Return Date \_\_\_\_\_

Purpose of Trip \_\_\_\_\_

Justification for Travel:

Is the travel essential	Yes	No
Is the travel critical	Yes	No

Explanation for Justification

1. Mode of Travel

\_\_\_\_\_ Air

- a. Departure Time \_\_\_\_\_
- b. Arrival Time \_\_\_\_\_
- c. Where will you be leaving from: Pullman Spokane

\_\_\_\_\_ Vehicle

Rental                       Pool Car                      Personal

- a. Time and date you wish to pick car up \_\_\_\_\_
- b. Time and date car will be returned \_\_\_\_\_
- c. Confirmation number \_\_\_\_\_

2. Lodging

- a. Do you want me to make motel reservations for you?    Yes    No  
If yes, for what dates \_\_\_\_\_  
Any particular place \_\_\_\_\_  
Confirmation number \_\_\_\_\_

3. Reimbursement

- a. Per Diem \_\_\_\_\_
- b. Other \_\_\_\_\_

4. Is the School paying for this travel    Yes    No    Project No. \_\_\_\_\_

For Office Use Only:    Approved    Not Approved    Need more Information Request reviewed by Ron Mittelhammer
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