Oklahoma Panhandle State University
TRAVEL REQUEST FORM

(Please Print)

Nome of Traveler:

There are 7 steps to completing this form. Please fill out each completely. Thank you!

1. □ In State □ *Out of State  (Please Check One)
   *Note - Out of State Travel should be approved at least 30 days before actual trip)

2. Please check one of the following regarding transportation:
   □ OPSU Car   □ OPSU Van   □ OPSU Mini Van   □ Chartered Vehicle
   □ Taking Personal Vehicle - Provide License Plate # ______________________________

3. **Keys/fuel card/etc. for university vehicles should be checked out just prior to leaving campus. It is contrary to Oklahoma State law to use a university vehicle for business other than university business. Only employees of the university are allowed to drive state-issued vehicles. Family members who are not university employees may not ride in or drive university vehicles. I have read and understand the above statement:**
   **See 5.8 in the OPSU Staff Handbook**
   (Traveler’s Signature)

4. Official Business (name of conference/event/meeting):
   __________________________________________________________________________
   City_________________________________________ State____________________________
   Meeting Dates________________________ Meeting Times________________________
   Departure Date________________ Departure Time_____________/ Return Date________________ Return Time_____________

5. Please check items that pertain to this trip:
   □ Lodging □ Per Diem  (please see travel guidelines for rules regarding per diem, lodging, airfare, etc.)
   □ Mileage □ Miscellaneous (please provide detailed information):
   __________________________________________________________________________
   **Department charged to:_________________________________________ Account #:________
   **Department and Account # must be filled in**
   □ Please check here if not at university expense

6. Comments/Disposition of Classes:

7. Signatures

   ____________________________  ____________________________  ____________________________
   Date  Signature - Traveler  Date  Signature - Dean/Supervisor  Date  Signature - Appropriate Vice President

   **Traveler: Please note that a travel request is required to be on file before actual travel begins.**
   ( )Approved  ( )Disapproved

   ____________________________  ____________________________
   Date  Signature - Physical Plant (only if university vehicle is requested)  ( ) Vehicle Assigned________ Car #

   **Call the Physical Plant at Ext. 1590 for questions regarding university vehicles**
   **If you have questions regarding travel guidelines, please call Abby Rice at Ext. 1400 - Thank You**