Oklahoma Panhandle State University
TRAVEL REQUEST FORM

(Please Print)

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 the actual trip)

2. Please check one of the following regarding transportation:
   □ OPSU Car  □ OPSU Van  □ OPSU Mini Van  □ Chartered Vehicle
   □ Taking Personal Vehicle - Provide Lic. 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):_____________________

   Trip Charged to (dept.): ___________________________ Account #: ___________________________
   □ Please check here if not at university expense

6. Comments/Disposition of Classes:

7. Signatures

   Date ____________  Signature - Traveler
   **If you are driving a university vehicle** - your signature authorizes mileage expenses to be charged to your departmental budget. Cars - $0.30 p/m; Vans and Mini-Vans - $0.60 p/m.

   Date ____________  Signature - Dean/Supervisor

   Date ____________  Signature - President

   Date ____________  Signature - VP Fiscal Affairs

   Date ____________  Signature - VP Academic and Student Affairs

   Date ____________  Signature - VP Outreach

   Date ____________  Signature - Physical Plant (university vehicle assignment)
   **Traveler: Please note that a travel request is required to be on file before actual travel begins!**
   ( ) Approved  ( ) Disapproved

   Date ____________  Signature - Physical Plant (university vehicle assignment)
   ( ) 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***