

**REQUEST FOR AUTHORIZATION TO TRAVEL**  
**WSU Department of Entomology**  
tel. 335-5425, fax 335-1009

For Motor Pool Use
Vehicle #
Type

Today's Date: \_\_\_\_\_

Traveler's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

WSU ID: \_\_\_\_\_

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

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

Departure Date: \_\_\_\_\_ Time: \_\_\_\_\_

Return Date: \_\_\_\_\_ Time: \_\_\_\_\_

Travel Advance Amount: \_\_\_\_\_

Conference Registration Fees to be Paid: \_\_\_\_\_

*Note: Please Attach A Completed Conference Registration*

Motor Pool Vehicle  
Request : Yes/No:

**OFF ROAD USE? :** YES/NO      **NUMBER OF TRAVELLERS:** \_\_\_\_\_

Est. Miles: \_\_\_\_\_      Driver's Lic No. : \_\_\_\_\_

Van \_\_\_\_\_      Sedan \_\_\_\_\_

8 Passenger Van \_\_\_\_\_      Pickup Truck \_\_\_\_\_

\_\_\_\_\_      With Canopy \_\_\_\_\_ W/O Canopy \_\_\_\_\_

Budget Number: \_\_\_\_\_

Travel Auth. Number: \_\_\_\_\_

\_\_\_\_\_ Chair Approved

\_\_\_\_\_ Chair/Denied

**TRAVEL REIMBURSEMENT INFORMATION**  
**WSU Department of Entomology**

Today's Date: \_\_\_\_\_

TA Number: \_\_\_\_\_

Name: \_\_\_\_\_

Address \_\_\_\_\_

WSU # \_\_\_\_\_

Reason: \_\_\_\_\_

Budget Number: \_\_\_\_\_

Allocation: \$ \_\_\_\_\_

**Travel Information**

Date of Initial Departure: \_\_\_\_\_

Date of Initial Arrival: \_\_\_\_\_

Date of Return Departure: \_\_\_\_\_

Date of Return Arrival: \_\_\_\_\_

Mileage: From: \_\_\_\_\_ To: \_\_\_\_\_

**Travel Expenses**

Mileage \_\_\_\_\_ Vehicle used CIRCLE > OWN OTHER

Airfare: \$ \_\_\_\_\_ Rental Car: \$ \_\_\_\_\_

Prepaid Registration: \$ \_\_\_\_\_ Travel Adv.: \$ \_\_\_\_\_

Motor Pool Vehicle Used: Yes: \_\_\_\_\_ No: \_\_\_\_\_

*Please Attach All Receipts For Prepaid Expenses:*

Gasoline: \$ \_\_\_\_\_

Lodging: \$ \_\_\_\_\_

Shuttles / Taxis: \$ \_\_\_\_\_

Parking: \$ \_\_\_\_\_

Conference Related Expenses\*: \$ \_\_\_\_\_

Other (please describe): \$ \_\_\_\_\_

\* Registration, media rental, etc.

**Per Diem Information**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Date							
Location							
Breakfast							
Lunch							
Dinner							