

CCOT TRAVEL PROPOSAL FORM

Provide detailed information.

This form requires submission and approval before any travel reservations are made.

GENERAL INFORMATION

Name:

Title:

Date of Departure:

Date of Return:

Destination: (if more than one, list all)

Purpose of Trip & how this will benefit PSU:

Primary mode(s) of transportation needed: Private Car Rental Car Air Travel

If air travel is checked which airport will you fly from?

ESTIMATED EMPLOYEE EXPENSES

Lodging:

Registration:

Airfare:

Ground Trans:

Rental Car:

Parking:

Mileage

Per Diem:

Misc:

TOTAL:

Possible Funding Sources: (Internal and External)

ESTIMATED STUDENT EXPENSES (attach sheet with students names) skip if not taking students

Lodging:

Registration:

Airfare:

Ground Trans:

Rental Car:

Parking:

Mileage

Per Diem:

Misc:

TOTAL:

Possible Student Funding Sources: (Internal and External)

Director Funding Notes:

Director Signature:

Date Approved:

Date Forwarded to CCOT Business Center: