

TRAVEL REQUEST FORM

BUDGET STRING _____ **-900-** _____ **-** _____ **- 580-** _____ **(Required - Funds Must Be Available)**

ESTIMATED COST OF TRIP

WORK LOCATION

WORK #

ALTERNATE #

DATES AND LOCATION OF TRAVEL (attach copy of conference brochure)

TRAVEL DATE(S) **From** **To**

PURPOSE

HOTEL RESERVATION: Made by Traveler? **Yes** **No** **TO BE MADE BY AP STAFF?** **Yes** **No**

CONFIRMATION #: _____ (Standard Room - two double or one king)

Preference # 1 Address

(must be conference hotel)

Preference #2 Address

Preference #3 Address

REGISTRATION FOR STAFF DEVELOPMENT (WORKSHOPS, SEMINARS, CONFERENCES, TRAINING)

TRANSPORTATION (check mode of transportation)

Airline Train Personal Car Rental Car (AP s357 d(P)(4)-3(ef)-l