BOWIE
STATE UNIVERSITY
— 1865 —

TRAVEL REQUEST

TYPE OF TRAVEL:	Out-of-State Travel/In-State Travel/International Travel	DATE OF REQUEST:
NAME OF EMPLOYEE:		
Employee ID #:	TITLE:	DEPARTMENT:
DATES OF TRAVEL:	DESTINATION:	PURPOSE OF TRAVEL:
METHOD OF TRAVEL:		
DESCRIPTION OF COSTS:	METHOD OF PAYMENT:	ESTIMATED $ AMOUNT:
Registration	Purchasing Card or P.O.	$
Lodging	Purchasing Card	$
Meals		$
Transportation		$
Other: Parking, taxi, etc.		$
	TOTALS:	$
APPROVALS:		
Employee Signature/Date	Supervisor Signature/Date	V.P./Provost Signature/Date

Dean/Director Signature/Date	Grant/Sponsored Program Signature/Date

Account	Fund	Department	Program	Class	Grant/Project	SUBTOTALS

Revised by Controller's Office 11-01-11