

Out-of-State Travel Request Form: Includes International Travel

Name(s) of Traveler(s): _____

Purpose of Travel: _____

Event Location: _____

Date of Travel: _____

Mode of Travel: Air Private Vehicle Rental Vehicle * (see note) Other: _____

** Note: Employees will not be reimbursed for rental vehicles when use of local transportation (e.g., taxis, airport shuttles/limousines, buses, etc.) is practical.*

Professional Development / Benefit to Lake Superior College:

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Copy of event agenda and/or supporting documentation for travel must be attached.

Estimated Cost: \$ _____ (transportation, lodging, fees, meals, expenses, etc...)

Your signature below indicates that the information above is accurate, you understand Lake Superior College's travel policy, and you will decline any personal benefit(s) attributed to travel with the State of Minnesota (including frequent flyer miles and credit card benefits/points).

I also understand and agree that I am personally responsible for any late fees/finance charges incurred by my inability to provide receipts/documentation for purchasing card charges and for any purchases not authorized under the college's purchasing card program.

Traveler's Signature: _____ Date: _____

Approval Signatures

Supervisor's: _____ Date: _____

Vice President's: _____ Date: _____

President's: _____ Date: _____

Security Coordinator: _____ Date: _____

Security Coordinator signature only required for student travelers.

ALL SIGNATURES REQUIRED – APPROVED FORM SHOULD BE SUBMITTED TO PURCHASING