



ADAMS STATE COLLEGE
ALAMOSA, COLORADO

Out-of -State # _____

TRAVEL REQUEST

Date _____

1. Destination _____

2. Number of persons making the trip _____ State vehicle(s) needed _____

3. Time and date of departure _____

4. Time and date of return _____

5. Purpose for which trip is being made _____

6. Specific arrangements for class sessions _____

7. Department Account Code _____ Budget

Mode of travel _____ Transportation (without tax) \$ _____

Remarks _____ Meals _____

_____ Lodging _____

_____ Registration Fee _____

_____ Incidental Expense (explain) _____

Business Office Budget

Certification _____ TOTAL \$ _____

APPROVED _____ Signature _____

DISAPPROVED _____

APPROVED _____ Traveler's Name (PLEASE PRINT) _____

DISAPPROVED _____ Budget Acct Code Admin. _____

Car(s) Assigned _____ Vice President (Required for Out-of-State Travel only)

*When using State vehicle, State Fueling Systems must be used for purchases of fuel whenever possible.
When not possible, only self-service islands of retail fuel outlets may be used.*