

## REQUEST FOR APPROVAL OF TRAVEL EXPENSE REIMBURSEMENT BY AN OUTSIDE SOURCE

- 1. EMPLOYEE'S NAME:
- 2. DEPARTMENT / DIVISION / CAMPUS:
- 3. PURPOSE OF TRAVEL:
- 4. DATE(S) OF TRAVEL:
- 5. DESTINATION:
- 6. NONSTATE ENTITY PROPOSING TO PROVIDE TRAVEL / REIMBURSEMENT:

For-Profit:	Not-for-Profit:	Other	(exp	lain	):

- 7. LIST ALL CONTRACTS AND THEIR DOLLAR AMOUNTS, AND THE NATURE OF THE RELATIONSHIP BETWEEN THE INSTITUTION OR DIVISION AND PROPOSED FUNDING SOURCE:
- 8. TRAVEL EXPENSES TO BE PROVIDED / REIMBURSED: <u>Type of Expense</u> <u>Dollar Value</u>

Signed:

Date:\_\_\_\_\_

Approved: \_\_\_\_

(Dean/Director/Vice President)

(Employee making request)

Date:\_\_\_\_\_

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