

Today's date \_\_\_\_\_

Name of traveler \_\_\_\_\_ Employee completing form \_\_\_\_\_

Departure point (city, state) \_\_\_\_\_ Department \_\_\_\_\_

Destination (city, state) \_\_\_\_\_ Departure date \_\_\_\_\_

Employer: RState RResearch Foundation Return date \_\_\_\_\_

Please check: Rmeeting conference Rrecruiting Reld trip Rother (specify) \_\_\_\_\_

Purpose and details of trip: (If candidate, indicate position for which candidate is being interviewed.)  
\_\_\_\_\_  
\_\_\_\_\_

Travel will be by: Rplane Rtrain Rbus Rpersonal car Rental car

Air/train authorization number needed? Ryes Rno Air/train control number \_\_\_\_\_

Lodging authorization number needed? Ryes Rno Lodging control number \_\_\_\_\_

Contact person \_\_\_\_\_ Telephone number \_\_\_\_\_

Terms of reimbursement: (Please indicate those that apply.) Rtransportation