## Idaho State University CR Travel Pre-Approval Report Request

Traveler's Nam	e:					
Pre-Approval R	eport Name:					
		Traveler Last Name, Conference Name and Year (annual) or Month and Year				-
Travel Dates:	Departure:		Return	:		_
Report Type: □ Individual		□ Student Group		□ Athletic	□ Field Trip	
Type of Travel:	□ In-State □ In-State Sa	□ -Out-of-State ame Day □ -Out-of-State Same Da			□ -Out-of-Country	
Business Purpo (Justification ar to the Universit	nd benefit					
Departure Loca	ition:			Departur	e Time:	
Arrival Location				·	rn Time:	
Will a travel car	rd be used:	□ Yes	□ No			
Cash Advance A	Amount: \$					
Index(es):			(% or \$)			
			(% or \$)			
			ESTIMATED EX	(PENSES		
Airfare:	\$	_	Lodgi	ng: \$	Mod	es of Travel:
# of Miles		☐ Please add	x .67/mi. Mile	age:\$		l
•	\$	_	Ground Travel:	· —		onal/Rental Car □
	\$	<del></del>	Oth		Bus	
Meal Per Diem:	\$	_		\$	Taxi/	Uber □
			Total Expens	es: \$		
Are you staying	g at the confer	ence hotel?	Yes □ N	lo □		
Are other ISU	employees tra	veling with yo	ou? Yes □ No	0 🗆		
Were any mea	ls provided?	Yes □ No	□ Which Mea	ıls	· · · · · · · · · · · · · · · · · · ·	
Comments:						