



Would you like a travel advance?  
YES \_\_\_ NO \_\_\_

**Off Campus Travel Request**

Date \_\_\_\_\_

Name \_\_\_\_\_

SEMNC ID# \_\_\_\_\_

Travel Destination \_\_\_\_\_

Index# \_\_\_\_\_



Email \_\_\_\_\_

Purpose of Trip \_\_\_\_\_

INITIALS OF INDEX APPROVER

Departure Date \_\_\_\_\_

Time \_\_\_\_\_

Return Date \_\_\_\_\_

Time \_\_\_\_\_

Will you be leaving your personal vehicle on campus? YES \_\_\_ NO \_\_\_  
MAKE \_\_\_\_\_ MODEL \_\_\_\_\_  
YEAR \_\_\_\_\_ COLOR \_\_\_\_\_  
SEMNC PARKING STICKER# \_\_\_\_\_

**ESTIMATED COST OF TRIP**

**Meals:** 1st Day 75% \_\_\_\_\_ **Total** \_\_\_\_\_

Day 2 (and so forth) 100% Per diem rate \_\_\_\_\_ X # of days \_\_\_\_\_ **Total** \_\_\_\_\_

Last Day 75% \_\_\_\_\_ **Total** \_\_\_\_\_

**Lodging:** Per diem \_\_\_\_\_ Conf. rate \_\_\_\_\_ X # of days \_\_\_\_\_ **Total** \_\_\_\_\_

**Auto:** \_\_\_\_\_ Official \_\_\_\_\_ Miles @ \_\_\_\_\_ per mile **Total** \_\_\_\_\_

\_\_\_\_\_ Private \_\_\_\_\_ Miles @ \_\_\_\_\_ per mile **Total** \_\_\_\_\_

\_\_\_\_\_ Rental **Total** \_\_\_\_\_

Rental Rate (private vehicle) \_\_\_\_\_ Miles/22 X \$ per gal. + \$65 per day **Total** \_\_\_\_\_

**Registration Fee** \_\_\_\_\_ **Membership Fee** \_\_\_\_\_ **Total** \_\_\_\_\_

**Airfare** \_\_\_\_\_ **Total** \_\_\_\_\_

**Luggage Fees** \_\_\_\_\_ **Transportation Fees** \_\_\_\_\_ **Total** \_\_\_\_\_

**Other:** \_\_\_\_\_ **Other:** \_\_\_\_\_ **Total** \_\_\_\_\_

**ESTIMATED COST OF TRIP** **Total** \_\_\_\_\_

**TRAVELERS SIGNATURE** \_\_\_\_\_

**SUPERVISORS SIGNATURE** \_\_\_\_\_

**VP/PRESIDENT SIGNATURE** \_\_\_\_\_

**APPROVAL**  
YES \_\_\_ NO \_\_\_  
YES \_\_\_ NO \_\_\_

**Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_