



TRAVEL REQUISITION

Individual Travel
 Group Travel Submit all forms together

Acct. # _____ \$ _____
 Acct. # _____ \$ _____

Submit with all required signatures 30 days prior to travel to allow for internal approvals, procedural compliance, and cost-effective trip planning. Review travel policy at www.potsdam.edu/offices/purchasing/travel.

- State and self-pay signed requisitions submit to travel@potsdam.edu.
- Foundation funded requisitions submit to helenbj@potsdam.edu.

Name _____ Title _____
Last First MI

Department _____ Phone _____ Date _____

Purpose for Trip _____

Destination (City, State) _____

Departure _____ AM/PM Return _____ AM/PM
Date Time Date Time

ANTICIPATED EXPENDITURES

TOTALS

REGISTRATION \$ _____

TRANSPORTATION

- Rental Car \$ _____
- State Vehicle: _____ miles @ \$ _____/mile \$ _____
- Airfare \$ _____
- Train \$ _____
- Personal Car mileage: _____ miles @ \$ _____/mile \$ _____

LODGING

- Receipted (per diem) _____ nights x \$ _____/night \$ _____
- Un-receipted _____ nights x \$ _____/night \$ _____

MEALS

- Per Diem (overnight) _____ nights x \$ _____/night \$ _____
- \$5/\$12 (day trip) _____ breakfast(s) @ \$ _____ \$ _____
- _____ dinner(s) @ \$ _____ \$ _____

INCIDENTAL EXPENSES

Parking \$ _____ Taxi \$ _____ Tolls/Bridges \$ _____ Subway \$ _____

Internet \$ _____ Gas \$ _____ Other (explain) \$ _____

TOTAL COST OF TRIP \$ _____

Persons who travel before obtaining all approvals do so at their own risk and will not be reimbursed for their travel costs.

APPROVALS

Traveler _____ Date _____ Traveler's Supervisor _____ Date _____

Foundation Office (If Applicable) _____ Date _____ Account Owner (If Applicable) _____ Date _____

Check the appropriate box(es) that correlate to SUNY Potsdam's strategic priorities:

Financial Stability & Analysis

Academic Programs & Planning

Enrollment & Retention

Connecting with the Community

Diversity, Equity, Inclusion & Belonging

Describe how your travel correlates to SUNY Potsdam's strategic priorities referenced above.

Please add any additional travel information that may be helpful to us during the review process. E.g. Staying overnight with family, carpooling with a co-worker.

If students are traveling with you, please list names above or attach a class roster.