

## Travel Request Instructions

1. Bureau or Department: Enter the Department Name.
2. Division: Enter the Division Name.
3. Program: Enter Program or Office within the Division.
4. Circle one: In-State or Out-of-State.
5. Billing Center Code: Enter Billing Center Code. This is generally the budget center that your payroll is expensed to within your division.
6. Method of Travel: Enter the method of travel; if you are using your personal vehicle enter it here.
7. Est. Miles (Personal Vehicle): Enter only if using personal vehicle.
8. Traveler's Name (Last, First, MI): Fill in your complete name.
9. Office Phone: Enter your desk number or the department/division main number.
10. Home Phone: Enter your home phone number (this is required).
11. Purpose of Travel: Enter the purpose of the travel.
12. License Number: The Travel Coordinator will fill in this information if you are using a State Fleet & Travel vehicle. If you are using your personal vehicle, write in your license number.
13. Journey Number: This will be completed by the Travel Coordinator.
14. Origin: Fill in the origin of your travel (home station).
15. Odometer Reading: Enter your vehicles beginning odometer reading.
16. Departure Date: Enter your departure date.
17. Departure Time: Enter your departure time.
18. Circle One: Circle either AM or PM.
19. Destination: Enter the destination(s), with applicable information.
20. Final Odometer Reading: Enter your vehicles final odometer reading.
21. Return Date and Time: Enter the Return Date and Time (time can be estimated).
22. Circle either AM or PM.
23. Comments/Vehicle Problems/Repairs: Enter any comments here including additional passengers, etc.
24. Traveler Signature: Sign and Date the form.
25. Approving Officer: Have your supervisor sign and date the form (additionally, if Out-of-State Travel, the applicable Division Director and Department Secretary **must** sign and date the form).
26. Odometer readings must be taken at the time the vehicle is picked up, when you arrive at your destination, and when the vehicle is returned. This is required information.
27. After your supervisor approves the travel request give the form to the Travel Coordinator. The Travel Coordinator will fill in the license number (if using a state vehicle) and the journey number. The Travel Coordinator will sign and date the form. The Travel Coordinator will also be able to answer any questions you may have regarding your travel. The form will be returned to you and you will use this form to pick up your Fleet & Travel vehicle. Once the travel is completed the original copy is left with Fleet and Travel.

Note: If you are traveling Out-of-State the "Cost Estimates for Out of State Travel" must be completed and your division director and department secretary must sign in addition to your supervisor. See example.