Example

SOUTH DAKOTA TRAVEL REQUEST
BOA FLEET & TRAVEL MANAGEMENT
SFN 01239-0802

Bureau or Department: DHS
Program: AP
Division: B&F
Circle One: In-State (Out-of-State)

Billing Center Code (Last Two Digits Optional): 19000-20
Method of Travel: State vehicle + commercial plane
Est. Miles (Personal Vehicle):

Traveler's Name (Last, First, MI): Doe, Jane W.
Office Phone: 773-9999
Home Phone: 224-9999

Purpose of Travel: Accounting Conference
License Number: AG9999

JOURNEY INFORMATION

Journey Number	Origin	Odometer Reading	Departure Date	Departure Time	Circle One:
099999999	Pierre	50,225	1/8/08	5:00	(AM) PM

Segment	Destination				
1.	Sioux Falls	50,450	1/8/08	10:00	(AM) PM
2.	Orlando, FL	—	1/13/08	11:00	(AM) PM
3.	Sioux Falls	50,450	1/13/08	7:30	AM (PM)
4.					AM / PM
5.					AM / PM
6.					AM / PM
7.					AM / PM
8.					AM / PM
REQUIRED: Return to Origin		Final Odometer Reading: 50,675	Return Date and Time: 1/13/08	11:00	AM (PM)

Comments/Vehicle Problems/Repairs
round trip airline ticket, airport parking and BOA charges for state vehicle approximately $125 less than flying from Pierre.

White - Fleet and Travel Management; Yellow - Agency

COST ESTIMATES FOR OUT OF STATE TRAVEL

Transportation	Meals	Lodging	Misc. Fees	Total
$ 400	$ 215	$ 750	$ 60	$ 1,425

General Funds	Federal Funds	Other Funds	Non-State Funds
$	$	$	$

SIGNATURES

NOTE: Driver MUST sign to certify he/she holds a valid driver license

Traveler Signature	Date	Driver License Number	Expiration Date
Jane W. Doe	11/23/07	00999999	2/5/09
Approving Officer	**Date**	**Approving Officer**	**Date**
Supervisor	11/24/07	division director	11/25/07
Department Secretary			

AGENCY TRAVEL COORDINATOR USE

Coordinator Name	Date of Entry	Mode
Coordinator	11/26/07	FSMP

Comments

Ride Share Contact	Office Phone	Home Phone

FLEET AND TRAVEL MANAGEMENT USE - FOR HIGH MILEAGE REQUEST ONLY

Approval Signatures	Date	Comments
Authorization Number		