

Requisition # \_\_\_\_\_

Only state employees may request an advance.

**Prepayment request must be received 4 weeks prior to travel date.**

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

Destination (City, State): \_\_\_\_\_

Amount: \_\_\_\_\_

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**Mailing Address:**

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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Attached is my complete and signed travel requisition for my business trip. I purchased my airline ticket with my personal funds in advance of my travel so that I could obtain lower-priced airfare and save the campus money. I have enclosed the airfare receipt indicating method of payment for the trip.

Accordingly, I am requesting reimbursement for the cost of my airfare at this time.

\_\_\_\_\_  
Signature of Traveler\_\_\_\_\_  
Date**A/P USE ONLY**

Voucher # \_\_\_\_\_ Payment Date \_\_\_\_\_

Payment Authorized Signature \_\_\_\_\_