



### Travel Request

#### Section 1

Traveler \_\_\_\_\_ **Account to Charge:** \_\_\_\_\_  
 Destination \_\_\_\_\_ Department \_\_\_\_\_

Travel Dates \_\_\_\_\_ to \_\_\_\_\_  
 Purpose/Workshop \_\_\_\_\_

*SBAR Required: Please provide a short and concise SBAR for travel request.*

*Situation:*

*Background:*

*Assessment:*

*Recommendation:*

#### Section 2

Description of Expense	Estimated Cost
Airfare	
Mileage (Private Car)	
Rental Car	
Lodging	
Meals	

Description of Expense	Estimated Cost
Registration	
Miscellaneous:	
Cab / Shuttle Fair	
Parking	
Baggage Fees	

**Travel Total**

Will you be seeking reimbursement from the Foundation? Yes / No  
 If yes, request needs to be approved by Foundation

Foundation approval \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name \_\_\_\_\_

Is this to be charged to education? Yes / No  
 If yes, request needs to be approved by Education Department

Education Approval \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name \_\_\_\_\_

Does this require travel out of state? Yes / No  
 If yes, request needs to be approved by CEO or their designee

#### Section 3

##### Routing

Director \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name \_\_\_\_\_

Vice President \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name \_\_\_\_\_

CEO/COO Approval \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name \_\_\_\_\_