



ALABAMA STATE UNIVERSITY
OFFICE OF VICE PRESIDENT FOR ACADEMIC AFFAIRS
MONTGOMERY, ALABAMA

ESTIMATED TRAVEL EXPENSES

(To Accompany Requests for Approval of Travel)

Name _____

Period of Leave _____

Purpose of Trip _____
(If program participant, attach copy of program or letter of invitation.)

Destination: _____ Meeting Site: _____

Source of Funds for Support of Travel: (a) University _____ (b) Non-University _____

If (b), describe source _____

Itemize Estimated Costs:

Travel: Car, Plane, Train, Bus \$ _____

Lodging: _____ days @ \$ _____

Meals: _____ @ _____ \$ _____

Registration _____ \$ _____

Luncheons or Banquets _____ @ _____ \$ _____

Taxis, Limousine \$ _____

Miscellaneous: (Specify) \$ _____

\$ _____

TOTAL ESTIMATED COST \$ _____

Signed: _____ Date _____
(Name of Traveler)