

**TRAVEL REQUEST AND AUTHORIZATION**

Date \_\_\_\_\_ Name of Traveler & Title \_\_\_\_\_

Destination \_\_\_\_\_

Purpose of Travel \_\_\_\_\_

Time & Date of Departure \_\_\_\_\_ Time & Date of Return \_\_\_\_\_

Expenditures & Mode of Travel Requested \$ \_\_\_\_\_ Approved \$ \_\_\_\_\_

Transportation

- State Auto
- Van (capacity \_\_\_\_\_)
- Private Auto (\_\_\_\_\_ per mile)
- Commercial Plane
- Train
- Bus
- Other \_\_\_\_\_

Meals \_\_\_\_\_  
 Per Diem (overnight trip only) \_\_\_\_\_  
 Registration Fee \_\_\_\_\_  
 Other Expenses (Explain below) \_\_\_\_\_

**TOTAL** ..... \$ \_\_\_\_\_ \$ \_\_\_\_\_

Signature of Requesting Traveler \_\_\_\_\_ Signature of Recommending Officer \_\_\_\_\_

REQUEST  Approved  Disapproved

**TRAVEL REQUEST MUST BE CODED BEFORE TRAVEL CAN BE APPROVED**

Code No. \_\_\_\_\_ Amount \$ \_\_\_\_\_

Remarks: \_\_\_\_\_

Date \_\_\_\_\_ State of Colorado vehicle No. \_\_\_\_\_ has been assigned to \_\_\_\_\_

Time & Date of Departure \_\_\_\_\_ Time & Date of Return \_\_\_\_\_  
 for a trip to \_\_\_\_\_

**TRAVELERS PLEASE NOTE:**

This vehicle is scheduled to be used on \_\_\_\_\_ DAY \_\_\_\_\_ DATE

Please return to the motor pool no later than \_\_\_\_\_ a. m. p. m.,

**TRINIDAD STATE JUNIOR COLLEGE**  
 TRINIDAD, COLORADO  
**CREDIT CARD AND KEY CHECKOUT**

I acknowledge receipt of KEYS for State of Colorado vehicle No. \_\_\_\_\_

State Credit Card No. \_\_\_\_\_

Credit Card No. \_\_\_\_\_

Date \_\_\_\_\_ Signature of Traveler \_\_\_\_\_

**TRINIDAD STATE JUNIOR COLLEGE**  
 TRINIDAD, COLORADO  
**AUTO RETURN**

**AUTO RETURN**

Received KEYS  Credit Card (s)  Shown above \_\_\_\_\_ INITIAL \_\_\_\_\_

Repairs and Exceptions noted to vehicle No. \_\_\_\_\_

Ending Mileage \_\_\_\_\_

Beginning Mileage \_\_\_\_\_

**TOTAL MILES** \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_