



TRAVEL MEMORANDUM

FUND: _____

PO #: _____

TO: Dr. Orlando F. McMeans
Vice President for Research & Public Service

Ms. Brunetta Gamble-Dillard
Assoc. VP for Business and Finance, RPS

FROM:

DATE:

Title of Meeting/Conference/Symposium/Etc.:

I am requesting approval for _____ to travel to _____ ,
(name of traveler; use name listed on driver's license or passport) (city and state)

from _____ to attend _____ .
(dates of travel) (title of meeting/conference/symposium/etc.)

The purpose is to *(include details here)*:

Below please find estimates for his/her travel expenses:

<u>Name of Traveler</u>	<u>Cost</u>
Flight	
Registration	
Car Rental	
Taxi/Tolls	
Hotel	
Per Diem	

Checks Needed: Amount

: _____
(initials of travel coordinator)