



## TRAVEL REQUEST FORM

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Requested by \_\_\_\_\_

Date \_\_\_\_\_

Member of the Following Committee \_\_\_\_\_

Name of Meeting \_\_\_\_\_

Destination \_\_\_\_\_

Dates \_\_\_\_\_

Estimated Cost \_\_\_\_\_

Purpose \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Executive Committee      Approval \_\_\_\_\_      Denial \_\_\_\_\_      Date \_\_\_\_\_

Rationale for approval or denial of travel request \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that upon return I am to provide the Board a written trip report to receive travel reimbursement. The trip report will be distributed to Board members, and a copy will be kept in the SSAB library.

Signature \_\_\_\_\_

Date \_\_\_\_\_