

MURRAY STATE UNIVERSITY
Accounting & Financial Services
Group Travel Request Form

TA#:

DATE PREPARED <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		A&FS Approval: _____ Date: _____ <small>TO AVOID DELAYS: COMPLETE IN FULL, OBTAIN NECESSARY APPROVALS, AND SUBMIT TO ACCOUNTING & FINANCE SEVEN WORKING DAYS PRIOR TO TRIP</small>				
EMPLOYEE REQUESTING TRAVEL ADVANCE <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		MSU DEPARTMENTAL NAME <div style="border: 1px solid black; height: 20px; width: 100%;"></div>				
RESIDENCE ADDRESS <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		MSU DEPARTMENTAL ADDRESS <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		MSU PHONE <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
CITY <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	STATE <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	ZIP CODE <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	REQUESTED AMOUNT OF ADVANCE: \$ <div style="border: 1px solid black; display: inline-block; width: 100px; height: 30px;"></div> <small>(Cannot exceed total cash estimate below)</small>			
BANNER ID M <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	PHONE NUMBER <div style="border: 1px solid black; height: 20px; width: 100%;"></div>					
GROUP DESCRIPTION <div style="border: 1px solid black; height: 20px; width: 100%;"></div>						
PURPOSE OF TRIP (Do not abbreviate organization names) <div style="border: 1px solid black; height: 50px; width: 100%;"></div>						
TRIP ITINERARY						
DATE <small>MM/DD/YY</small>	DEPART FROM	DATE <small>MM/DD/YY</small>	RETURN TO			
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>			
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ESTIMATED COST OF TRIP						
EXPENSE TYPE <small>List Payee for All Direct Bills</small>		ESTIMATED AMOUNT & METHOD OF PAYMENT			ESTIMATED COST	
		MSU PCARD	DIRECT BILL TO MSU (not on Pcard)	CASH		
AIRFARE	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
MILEAGE	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
LODGING	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
MEALS	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
OTHER	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
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OTHER	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
OTHER	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
Total Cash Estimate:				<div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
Total Estimated Cost of Trip:					<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
APPROVAL & ACCOUNT ALLOCATION OF GROUP TRAVEL						
CHART	FUND	ORGANIZATION	ACCOUNT	PROGRAM	ALL ACCOUNT MANAGERS FOR ACCOUNTS LISTED MUST SIGN BELOW	TRIP ALLOCATION
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>		\$ <div style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></div>
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>		\$ <div style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></div>
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<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>		\$ <div style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></div>
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>		\$ <div style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></div>
TOTAL TRIP EXPENSE ALLOCATION:					\$	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<small>MUST EQUAL ADVANCE REQUESTED ABOVE</small>						
<p>A group travel advance represents a University obligation to the employee receiving the advance. A Travel Voucher Form must be submitted to account for the expended amount of the advance and all unexpended advances must be redeposited back into the account number(s) the advance was issued from within two weeks after the return of the trip. Further advances will not be approved until outstanding travel advances have been substantiated with Accounting & Financial Services.</p>						
EMPLOYEE REQUESTING TRAVEL _____		DATE _____		DEAN / VP APPROVAL _____		
CHAIR / DIRECTOR APPROVAL _____		DATE _____		ADDITIONAL APPROVAL (If Applicable) _____		
RECEIPT SIGNATURE _____		DATE _____				
BANK	TC	DISCOUNT	EC	1099	DUE DATE	
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
ENC REF #		VOUCHER #				
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>		<div style="border: 1px solid black; height: 20px; width: 100%;"></div>				