

SAM HOUSTON STATE UNIVERSITY

Order # 045922
Status
(Travel Office Use Only)

INSTRUCTIONS: (1) Each faculty/staff prospective employee is required to complete this form for official approval to travel on university related business sufficiently in advance of departure date to allow for necessary processing. (2) Applications for foreign travel, excluding Mexico and Canada, should be received in the Travel Office at least 45 days prior to departure. (3) In cases where travel time exceeds 3 weeks, applications should be received in the Travel Office at least 60 days prior to departure. Date prepared 02/19/2008

Name (first & last) : Kristina Vienne
Social Security Number :
Job Title : Director
Department Name : Bearkat OneCard Services

Vice President For Student Services

FEB 19 2008

Destination : Las Vegas, Nevada Date(s) of Travel : 04/04/2008 04/09/2008 Sam Houston State University

(city & state; include

Number of week days included in travel : 4 Date Returning to Work: 04/10/2008

Purpose of travel (use no abbreviations and include a statement showing how the trip will benefit the University)
Travel to Las Vegas, Nevada to attend the National Association of Campus Card Users (NACCU) conference and present a presentation. To gain knowledge about current issues relating to card office management and will promote SHSU successes with the OneCard program.

Carpool Arrangements - Persons who are applying for travel to the same destination on similar dates for similar purposes are requested to travel together. Only one person per a group of four may seek mileage reimbursement in such cases, unless a written request is submitted.

During this absence I assume responsibility for the following arrangements (if faculty — show class, time of meeting & suggeste Staff will be in the office to keep things operational as normal.

Yes No I request reimbursement for my travel expenses from the University.

\$1,650.00 Estimate of total amount of reimbursement for travel expenses (may include the following as applicable — airfare mileage, auto rental, parking fees, taxi, hotel, meals, registration fee).

Charge to Account Number 424-11-8200 and Account Name Bearkat OneCard Services

APPLICANT SIGNATURE [Signature] DATE 2/19/08

APPROVAL SIGNATURES Account Manager _____ date _____ Kristina Vienne

Chairperson/Director _____ date _____
VICE PRESIDENT [Signature] date 2/20/08

Distribution: Keep last copy (goldenrod) for file in originating department. Submit rest of form to Travel