

SAM HOUSTON STATE UNIVERSITY Travel Application

Order #
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 work days, a letter of explanation is required. (4) Submit completed Application to appropriate account manager to verify that sufficient funds are available; then route as appropriate for required signatures.

Date prepared _____

Name (first & last) : Kari Zella
 Social Security Number : _____
 Job Title : Staff Assistant
 Department Name : Bearkat OneCard Services

Destination (city & state; include country if outside USA) : New York, New York and then traveling to New Haven, Connecticut
 Date(s) of Travel (beginning & ending): 09/25/2007 09/28/2007

Number of week days included in travel : 4
 Date Returning to Work: 10/01/2007

Purpose of travel (use no abbreviations and include a statement showing how the trip will benefit the University)

Traveling to the 2nd Annual Higher One Users Conference in New Haven Connecticut. I will be making a presentation at the User Conference on Orientation procedures. Participation in the conference will allow me network with other professionals around the state in efforts to learn more about student affairs and bring ideas back to SHSU to improve the services we provide to the students at SHSU.

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 justification is approved in advance by the President's Office. When the carpool rule is applicable to my travel arrangements, I plan to travel with the following person(s):

During this absence I assume responsibility for the following arrangements (if faculty — show class, time of meeting & suggested arrangements):

Office staff remaining in the BKO office during my absence.

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

\$1,154.12 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

Kari Zella
APPLICANT SIGNATURE

9-5-07
DATE

APPROVAL SIGNATURES

Account Manager _____ date _____

Chairperson/Director [Signature] date 9/5/07

Dean _____ date _____

Vice President _____ date _____

President _____ date _____

Distribution: Keep last copy (goldenrod) for file in originating department. Submit rest of form to Travel Office. Pink copy will be returned to originating department upon final approval to travel.