

# TRAVEL MEMORANDUM

TO: Director of Business & Finance, R&D

FROM:

DATE:

RE:

PO#: \_\_\_\_\_

FUND: \_\_\_\_\_

PROJECT#: \_\_\_\_\_

I am requesting approval for \_\_\_\_\_ to travel to  
\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
to attend \_\_\_\_\_.

The purpose is to (include details here):

Below are the estimates of the travel expenses:

TRAVEL EXPENSE	COST
Airfare	
Registration	
Car Rental	
Mileage	
Taxi/Tolls	
Lodging	
Per Diem	
<b>TOTAL</b>	
CHECK(S) NEEDED	AMOUNT

: \_\_\_\_\_

(travel coordinator initials)