



WEST VIRGINIA STATE
UNIVERSITY

Agricultural & Environmental Research Station

WVSU Research &
Development Corporation

TRAVEL MEMORANDUM

TO: Director of Business & Finance, R&D
THRU: Associate Provost/Dean & Director of
Agricultural Research and Extension

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
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Airfare

Registration

Car Rental

Mileage

Taxi/Tolls

Lodging

Per Diem

TOTAL

CHECK(S) NEEDED	AMOUNT
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: _____

(travel coordinator initials)