

TRAVEL MEMORANDUM

PO#: _____

FUND: _____

PROJECT#: _____

TO: Director of Business & Finance, R&D

FROM:

DATE:

RE:

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	
TOTAL	
CHECK(S) NEEDED	AMOUNT

: _____

(travel coordinator initials)