



TRAVEL MEMORANDUM

TO: Director of Business & Finance, R&D

THRU: Director of Title III

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 | |
| TOTAL | |
| CHECK(S) NEEDED | AMOUNT |

: _____

(travel coordinator initials)