



MARION MILITARY INSTITUTE

IN STATE TRAVEL REQUEST

NAME: _____ Date: _____

I request permission to be away from the campus on _____
to travel to _____
for the purpose of _____

I plan to travel by: _____ State car
_____ Private automobile
_____ Other _____ Explain

I have made the following arrangements for the teaching of my classes in my absence (Type N/A if this does not apply to you).

This trip will be charged to the _____ budget.

The estimated cost is: \$ _____.

Person making request Date

Department Head, if applicable Date

Approved by: _____
Budget Manger/Supervisor Date