

AE-01 In State Travel Request
Department of Agricultural Economics

Date Typed: _____

_____ requests the privilege of travel

authorization from _____ to _____

for the purpose of _____

My address while absent: _____

Charge to Account # _____

Estimated Expenses:

Subsistence _____

Mileage _____

Lodging _____

Total _____

Mode of Travel (Check one, if appropriate):

Staff Car Personal Auto Bus

Approved by _____

Chairman

Other Comments: