

Pre-Traveling Information Sheet

Please complete as accurate as possible.

Traveler's Name: _____

Destination(s): _____

Purpose of Travel

Travel Dates: _____

Event Dates: _____

Departure Airport

Manhattan

Kansas City

Other: _____

Vehicle Used

Personal

State/Department Tag # _____

Rental

Estimated Costs

Airfare _____

Hotel _____

Food _____

Miscellaneous _____

Funding

Please sign below if costs are as accurate as possible and approved by supervisor.

Traveler's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____

Notes

Please keep all of your travel receipts. You can either drop off in-person to Kim Suther's in Waters 123 or email directly to her at ksuther@ksu.edu.