



Travel Section

We are requesting approval from the Travel Section, Office of Finance to use the In-District Travel Voucher Form for reporting Out-of-District Travel to the places listed below, which are outside Alachua and Bradford Counties. Our employees travel to these destinations regularly during the course of their College duties, making the process of putting on and approving Out-of-District Travel Requests on the Travel system cumbersome and inefficient.

By handling these Out-of-District trips as In-District travel, we understand that only mileage will be reimbursed for these travels.

This request has become necessary because: (provide explanation)

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The names of the places traveled to frequently are:

|    |    |
|----|----|
| 1. | 5  |
| 2. | 6  |
| 3. | 7. |
| 4. | 8. |

The names of the employees traveling to the places listed above are:

|    |     |
|----|-----|
| 1. | 6.  |
| 2. | 7.  |
| 3. | 8.  |
| 4. | 9.  |
| 5. | 10. |

A copy of this memo, when approved, will be attached to each In-District Voucher form presented for reimbursement by the employee listed above when traveling to the places mentioned above. Updates of places or employees will be sent in a timely manner to the Travel Section. Any renewal required of this request will be processed before this approval expires on June 30<sup>th</sup> of each fiscal year.

\_\_\_\_\_  
Budget Signature Authority                                  Date

\_\_\_\_\_  
Approval Travel Section / Office for Finance                                  Date

\_\_\_\_\_  
Vice President Signature                                  Date

\_\_\_\_\_  
Approval valid until                                  Date