

**SOUTHERN UTAH UNIVERSITY**  
**Cedar City, Utah**  
**TRAVEL AUTHORIZATION**

32819

Budget Available
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Traveler: Kirk Fitzpatrick Date January 28, 2008

Destination: St. George, UT

Purpose of Trip: Take French candidate back to shuttle - Roxanna Curto

Trip by: University Vehicle \_\_\_\_\_ Private Vehicle X Plane \_\_\_\_\_ Other \_\_\_\_\_

Date & time of departure: January 24, 2008 Date & time of return: same day

Names of others in party: none

**ESTIMATED EXPENSES:**

University Vehicle, No. of Miles \_\_\_\_\_ Cost \_\_\_\_\_  
 Out of Pocket Costs:  
 Private Veh., No. of Miles 100 Cost \$39.00  
 Lodging \_\_\_\_\_  
 Meals \_\_\_\_\_  
 Other (specify) \_\_\_\_\_  
 Total \$39.00

**ACCOUNTING INFORMATION:**

Index PREC Acct \_\_\_\_\_ Actv \_\_\_\_\_  
 Fund \_\_\_\_\_ Orgn \_\_\_\_\_ Accl \_\_\_\_\_ Prog \_\_\_\_\_

**APPROVED:**

  
 Department Head


\_\_\_\_\_  
 Dean/Director

\_\_\_\_\_  
 Vice President

\_\_\_\_\_  
 President

\* Travel Advance Amount \_\_\_\_\_ (75% of out-of-pocket expense)  
 \* (Authorization for advance must be submitted.)

I hereby certify that I am familiar with the rules and regulations governing operations of university owned vehicles and assume responsibility of vehicle and occupants while vehicle is in my possession.

  
 Traveler

\_\_\_\_\_ has been approved to care for my classes while I am away from the campus. (No classes will be dismissed.)

- 1- White Copy is to be attached to reimbursement claim.
- 2- Green copy for Traveler's File.
- 3- Yellow Copy for Advance/Insurance.
- 4- Pink Copy goes to Business Office.
- 5- Gold Copy goes to Motor Pool.