



CONNORS — STATE COLLEGE —

Building Futures One At A Time Since 1908

700 College Road • Warner, OK 74469 -9700

(918) 463-2931

Authorization Request for off-campus meeting/travel

(Please Print)

Name		Date of Request		
Reason for Absence				
Destination				
List dates covered by this request				
Request Date/Time to pick up keys		Time/Date car & keys returned		
List classes to be missed or other duties for which you would normally be responsible on these dates:				
Request College Vehicle:	Car(s)	Van(s)	Mini Bus	Big Bus
No travel allowance for vehicle				

Estimated Cost:	Personal Car	_____	Miles \$.67	_____
	Tag #	_____		
	College Car	_____	Miles \$.67	_____
	Tag #	_____		
	Meals and Lodging	_____		
	Registration Fee	_____		
	Misc: Tolls, Parking, Etc.	_____		
	Total	_____		
Signature	_____			

Division Head: Your approval of this request and your signature below will note agreement with the above regarding justification in terms of time and expense. Please process this request as soon as possible so arrangements may be finalized well in advance of dates covered by request.

Department	_____	Budget Account #	_____
Date	_____	Division Head	_____
Date	_____	Vice President or President	_____

DOC: Travel Authorization 01-01-2024