

# ARKANSAS STATE MILITARY DEPARTMENT TRAVEL REQUEST

DATE: \_\_\_\_\_

## Required Approvals

| FOR PROCUREMENT ONLY     |  |
|--------------------------|--|
| TRAVEL/CTS CARD: _____   |  |
| REALLOCATION DATE: _____ |  |

|                            | Signature | Date |
|----------------------------|-----------|------|
| Program/Department Manager |           |      |
| DSR ONLY                   |           |      |
| Accountant 1               |           |      |
| Budget Analyst             |           |      |
| Chief Fiscal Officer       |           |      |

Estimated Cost of Travel: \$ \_\_\_\_\_

NOTE: Required signatures and justifications MUST be completed before Travel Requests can be processed.

| TRAVELER'S INFORMATION | FUNDING INFORMATION |
|------------------------|---------------------|
|------------------------|---------------------|

Name: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Work Phone: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

**FUND MANAGER ACTION**

FMZ # \_\_\_\_\_  
 LINE ITEM # \_\_\_\_\_  
 ASC \_\_\_\_\_

| 02 Official Business                           |
|--|
| Lodging 5050003200 / Common Carrier 5050005000 |
| 09 Conference or Training                      |
| Lodging 5050004200 / Common Carrier 5050006000 |

**PROVIDED BY DSR**

COST CENTER \_\_\_\_\_  
 WBS \_\_\_\_\_  
 FUND CENTER \_\_\_\_\_  
 GL CODE \_\_\_\_\_

| TRAVEL REQUEST INFORMATION |
|----------------------------|
|----------------------------|

\_\_\_\_\_

\_\_\_\_\_

**JUSTIFICATION:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

| TRAVEL NEEDS & ACCOMODATIONS (FILL IN ONLY IF WE MAKE RESERVATIONS USING TRAVEL CARD) |
|---|
|---|

**AIRFARE NEEDED?**

Departure Date: \_\_\_\_\_ Departure Time: \_\_\_\_\_  
 Return Date: \_\_\_\_\_ Return Time: \_\_\_\_\_  
 City Traveling To: \_\_\_\_\_ Comments: \_\_\_\_\_  
 Airline: \_\_\_\_\_

**HOTEL NEEDED?**

Hotel Name: \_\_\_\_\_ Comments: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Check In Date: \_\_\_\_\_  
 Check Out Date: \_\_\_\_\_

Please attach all supporting documentation to this form regarding your travel needs. All signatures above must be completed prior any travel arrangements are made.