

STATE OF WYOMING

Travel Request

Must be completed prior to the commencement of travel when required by State Accounting Policies & Procedures and State Statutes, and attached to the WOLFS-104, Travel Expense Voucher.

Agency / Division _____ BFY _____ Fund _____ Agy _____ Org _____ Appr _____ Proj _____

Permission is hereby requested for _____, _____ to
 traveler _____ title _____
 travel from _____ to _____ on these dates: _____ to _____
 point of origin _____ destination _____ departure date _____
 _____ for _____
 return date _____ purpose of trip _____

Reimbursement Method	Mode of Transportation		
<input type="checkbox"/> Actual lodging plus M&IE	<input type="checkbox"/> State Auto	<input type="checkbox"/> Personal Vehicle	<input type="checkbox"/> Rental Vehicle
<input type="checkbox"/> Actual lodging plus actual meals	<input type="checkbox"/> State Airplane	<input type="checkbox"/> Commercial Airplane	<input type="checkbox"/> Other: _____

Constructed or Interrupted Travel (check when applicable)
<input type="checkbox"/> This trip includes Constructed Travel - personal days will be taken <i>before</i> and/or <i>after</i> necessary business travel dates List constructed travel dates & times: _____
<input type="checkbox"/> This trip includes Interrupted Travel - personal days will be taken <i>between</i> necessary beginning and ending travel dates List interrupted travel dates & times: _____

Estimated Travel Expenditures	Previous Out-of-State Travel (date/description)
Airfare _____	_____
Other transportation _____	_____
Lodging * _____	_____
M&IE _____	_____
Actual meals _____	_____
Registration fees _____	_____
Other (explain) _____	_____
Total _____	_____

* Check here if lodging rate exceeds "maximum lodging rate" _____
 Additional comments: _____

<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
_____	_____
Supervisor / Manager signature (optional) Date	Director / Designee Signature (required) Date
Governor's Approval for International Travel <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	
Governor's Signature (required for International Travel)	Date