

2021-2022

APPLICANT TRAVEL REIMBURSEMENT REQUISITION TEMPLATE

When submitting an Applicant Travel Reimbursement Requisition (AP 7120-10) use the following information: Account Number must be 52420 – Travel & Conference – Non-employees. Please customize the Requisition to your needs.

Document Text Information:

New Vendor Information (If applicable): Please insert all the pre-set item text lines for a new vendor requisition.

Statement of Purpose for Grants: Please justify the use of any Categorical funds as allowable expenses by the funding agency (if applicable). If not applicable, enter N/A.

If applicable, please add text: Special Indications/Instructions: *(for mailing check if different from W-9.)*

Commodity Field: 3TR (Always use this for Travel)

Description Field: Applicant - Name

Item Text Information must read:

Applicant Travel Reimbursement

Applicant Name:

Position:

Job#:

Interview Date(s):

First or Second Level Interview Expenses:

Airfare:

Baggage:

Transportation

Car Rental:

Mileage:

Shuttle:

Lodging:

Other:

Total Requested:

Total Approved:

** Approval Name and Title:

Greg Schulz, FC President

** Approval Date: MM/DD/YYYY