

Travel Advance Needed by: \_\_\_\_\_

E \_\_\_\_\_



ORAL ROBERTS UNIVERSITY  
7777 South Lewis Ave.  
Tulsa, OK 74171

**REQUISITION FOR TRAVEL  
AND/OR TRAVEL ADVANCE**

NAME	PREPARED BY/PHONE #	DATE
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INDEX #	ACCOUNT #
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**I REQUEST AUTHORIZATION OF EXPENDITURES AS FOLLOWS:**

PURPOSE OF TRIP OR EVENT

LOCATION

METHOD OF TRAVEL/TRAVEL AGENCY

**RESERVATIONS NEEDED:**

RESERVATIONS MUST BE MADE BY EACH INDIVIDUAL DEPARTMENT THROUGH APPROVED TRAVEL AGENCY.

EVENT DATES OR DEPARTURE AND RETURN DATES				
DATE	HOUR	PLACE	FOOD	\$
DATE	HOUR	PLACE	LODGING	\$
OTHER/MISC. EXPLANATION			AIRFARE	\$
			MISCELLANEOUS	\$
			ESTIMATED COST OF THIS TRIP	\$
			TRAVEL ADVANCE NEEDED (EXCLUDING AIRFARE & EXPENSES ON PURCHASE REQUISITION)	\$

**NOTE:** THIS FORM MUST BE FORWARDED TO [TRAVEL@ORU.EDU](mailto:TRAVEL@ORU.EDU) NO LATER THAN 5 DAYS BEFORE CHECK IS NEEDED  
NO ADVANCES WILL BE ISSUED TO PERSONS WITH ADVANCES OUTSTANDING OVER 30 DAYS.

SCAN AND INCLUDE BACKUP PAPERWORK FOR AIR FARE, LODGING, REGISTRATION, MILEAGE AND ANY OTHER MISCELLANEOUS EXPENSE.

TRAVEL EXPENSE VOUCHER WITH PROPER RECEIPTS MUST BE FILED WITH THE CREDIT CARD/  
TRAVEL DEPARTMENT FOR AUDIT AND REIMBURSEMENT WITHIN 5 DAYS AFTER COMPLETION OF TRIP.