



Submit this form at least 3 weeks prior to travel

(check one) School Related/Faculty Development _____ Personal
from to _____

(If "yes," please complete Travel Budget Request below; subject to approval by Director)

(check one):

_____ *reimbursed by department*

Sunflower travel (direct bill to school)

Traveler purchasing tickets elsewhere,
to be reimbursed.

(attach two quotes if not using Sunflower rarely)

Click Submit or email completed form to: stacy.salters@wichita.edu

Budget Officer Approval

Date

Org _____ Fund _____ Amount _____

Notes: _____