University of Idaho College of Agricultural and Life Sciences

Travel at No Expense

Administrative Services Phone: 208-885-8929 Fax: 208-885-4221

Use this form for all official university travel at no travel expense to the university.

TRAVELER INFORMATION	
Traveler	Vandal ID Number
Email	Phone

TRIP INFORMATION

Destination

Departure Date

Return Date

Purpose of Trip:

Source of Funds Covering This Travel:

APPROVALS

Department Head

Date Approved

Dean/Administrative Officer

Date Approved