



TRAVEL REQUEST

TID# 14049  
(Business Office Use Only)

Date 7/28/15

1. Destination Colorado Springs RMAC Media Day

2. Number of persons making the trip 6 State vehicle(s) needed \_\_\_\_\_

3. Time and date of departure 8/2/15 3:00 p.m.

4. Time and date of return 8/3/15 3:00 p.m.

5. Purpose for which the trip is being made RMAC Media Day

6. Specific arrangements for class sessions (if applies) \_\_\_\_\_

7. Account Code 3110-000 7331-1900

Budget

Additional Account Code \_\_\_\_\_ Transportation (without tax) \$ 100.00

Mode of Travel \_\_\_\_\_ Meals 300.00

Remarks \_\_\_\_\_ Lodging 200.00

Registration Fee \_\_\_\_\_

Incidental Expense (explain) \_\_\_\_\_

TOTAL \$ \$0.00 600-

When using State vehicle, State Fueling Systems must be used for purchases of fuel whenever possible. When not possible, only self-service islands of retail fuel outlets may be used  
  
Vehicle(s) Assigned \_\_\_\_\_  
by Facilities Services (ext 7951)

Traveler's Signature [Signature]

Tim Rosenbach  
Traveler's Name (PLEASE PRINT)

[Signature]  
Supervisor/Budget Code Administrator

President/Vice President (Required for Out-of-State Travel)

CLERY ACT COMPLIANCE

Will you be staying more than 5 nights? Y  N

Will students be traveling? Y  N

When students are traveling and will be staying more than 5 nights, a copy of this form must be submitted to the ASU Police Department.

T Rosenbach  
Colorado Springs  
8/2-3/15  
(Business Office Use Only)



TRAVEL REQUEST

TID# 14125  
(Business Office Use Only)

Date 8/26/15

1. Destination Greenville, TX
2. Number of persons making the trip 64 State vehicle(s) needed \_\_\_\_\_
3. Time and date of departure 10:00 PM, 9/1/15
4. Time and date of return 9:00 PM 9/4/15
5. Purpose for which the trip is being made Football contest vs Texas A&M Commerce University
6. Specific arrangements for class sessions (if applies) Faculty has been notified

7. Account Code <u>3110-806-7336-1900</u>	Budget	
Additional Account Code _____	Transportation (without tax)	\$ <u>16,494.00</u>
Mode of Travel _____	Meals	\$ <u>3,776.80</u>
Remarks _____	Lodging	\$ <u>3,127.61</u>
<u>Transportation accounted for on PO</u>	Registration Fee	_____
<u>0016 0016</u>	Incidental Expense (explain)	_____
	<b>TOTAL</b>	\$ <u>23,398.41</u>

*When using State vehicle, State Fueling Systems must be used for purchases of fuel whenever possible. When not possible, only self-service islands of retail fuel outlets may be used*

Vehicle(s) Assigned \_\_\_\_\_  
by Facilities Services (ext 7951)

Traveler's Signature *Josh Blankenship*  
 Josh Blankenship  
 Traveler's Name (PLEASE PRINT)  
*Josh Blankenship*  
 Supervisor/Budget Code Administrator  
*[Signature]*  
 President/Vice President (Required for Out-of-State Travel)

**CLERY ACT COMPLIANCE**

Will you be staying more than 5 nights? Y  N

Will students be traveling? Y  N

**When students are traveling and will be staying more than 5 nights, a copy of this form must be submitted to the ASU Police Department.**

Football

J Blankenship  
Greenville, Tx  
9/1-4/15  
 (Business Office Use Only)



TRAVEL REQUEST

TID# 14313  
(Business Office Use Only)

Date 9/14/15

- 1. Destination Grand Junction, CO
- 2. Number of persons making the trip 70 State vehicle(s) needed \_\_\_\_\_
- 3. Time and date of departure 9/19/15, 10:45 AM
- 4. Time and date of return 9/20/15, 4:00 AM
- 5. Purpose for which the trip is being made Football contest vs Colorado Mesa University
- 6. Specific arrangements for class sessions (if applies) Faculty has been notified

7. Account Code <u>3110-806-7336-1900</u>	Budget
Additional Account Code _____	Transportation (without tax) \$ <u>\$ 6,964.00</u>
Mode of Travel _____	Meals <u>\$ 1,857.00</u>
Remarks _____	Lodging _____
<u>Transportation accounted for on PO</u>	Registration Fee _____
_____	Incidental Expense (explain) _____
_____	<b>TOTAL</b> <u>\$ \$ 8,821.00</u>

*When using State vehicle, State Fueling Systems must be used for purchases of fuel whenever possible. When not possible, only self-service islands of retail fuel outlets may be used*

Vehicle(s) Assigned \_\_\_\_\_  
by Facilities Services (ext 7951)

Traveler's Signature *Josh Blankenship*  
 Josh Blankenship  
 \_\_\_\_\_  
 Traveler's Name (PLEASE PRINT)  
*Manuel Rhee*  
 Supervisor/Budget Code Administrator  
 \_\_\_\_\_  
 President/Vice President (Required for Out-of-State Travel)

**CLERY ACT COMPLIANCE**

Will you be staying more than 5 nights? Y  N

Will students be traveling? Y  N

**When students are traveling and will be staying more than 5 nights, a copy of this form must be submitted to the ASU Police Department.**

J Blankenship  
Grand Junction  
9/19-20/15  
 (Business Office Use Only)



TRAVEL REQUEST

TID# 14386  
(Business Office Use Only)

Date 9/29/15

- 1. Destination Chadron, NE
- 2. Number of persons making the trip 70 State vehicle(s) needed \_\_\_\_\_
- 3. Time and date of departure 10/9/15, 6:00 AM
- 4. Time and date of return 10/11/15, 2:00 AM
- 5. Purpose for which the trip is being made Football contest vs Chadron State
- 6. Specific arrangements for class sessions (if applies) Faculty has been notified

7. Account Code <u>3110-806-7336-1900</u>	Budget	
Additional Account Code _____	Transportation (without tax)	\$ <u>11,591.00</u>
Mode of Travel _____	Meals	\$ <u>4,551.48</u>
Remarks _____	Lodging	\$ <u>3,842.19</u>
<u>Transportation accounted for on PO</u>	Registration Fee	_____
_____	Incidental Expense (explain)	_____
_____	<b>TOTAL</b>	\$ <u>19,984.67</u>

*When using State vehicle, State Fueling Systems must be used for purchases of fuel whenever possible. When not possible, only self-service islands of retail fuel outlets may be used*

Vehicle(s) Assigned \_\_\_\_\_  
by Facilities Services (ext 7951)

Traveler's Signature [Signature]  
Josh Blankenship  
Traveler's Name (PLEASE PRINT)

[Signature]  
Supervisor/Budget Code Administrator

[Signature]  
President/Vice President (Required for Out-of-State Travel)

**CLERY ACT COMPLIANCE**

Will you be staying more than 5 nights? Y  N

Will students be traveling? Y  N

**When students are traveling and will be staying more than 5 nights, a copy of this form must be submitted to the ASU Police Department.**

J Blankenship  
Chadron, NE  
10/9-11/15  
(Business Office Use Only)



TRAVEL REQUEST

TID# 14486  
(Business Office Use Only)

Date 10/20/15

- 1. Destination Las Vegas, NM
- 2. Number of persons making the trip 70 State vehicle(s) needed \_\_\_\_\_
- 3. Time and date of departure 6:00 AM, 10/24/15
- 4. Time and date of return 8:00 PM, 10/24/15
- 5. Purpose for which the trip is being made Football contest vs New Mexico Highlands
- 6. Specific arrangements for class sessions (if applies) Faculty has been notified

7. Account Code <u>3110-806-7336-1900</u>	Budget
Additional Account Code _____	Transportation (without tax) \$ <u>5,564.00</u>
Mode of Travel _____	Meals \$ <u>1,000.00</u>
Remarks _____	Lodging _____
<u>Transportation accounted for on PO</u>	Registration Fee _____
_____	Incidental Expense (explain) _____
<b>TOTAL</b>	<b>\$ <u>6,564.00</u></b>

*When using State vehicle, State Fueling Systems must be used for purchases of fuel whenever possible. When not possible, only self-service islands of retail fuel outlets may be used*

Vehicle(s) Assigned \_\_\_\_\_  
by Facilities Services (ext 7951)

Traveler's Signature *Josh Blankenship*  
 \_\_\_\_\_  
 Josh Blankenship  
 Traveler's Name (PLEASE PRINT)

*Diane Lee*  
 \_\_\_\_\_  
 Supervisor/Budget Code Administrator

*23 Oct 2015*  
 \_\_\_\_\_  
 President/Vice President (Required for Out-of-State Travel)

**CLERY ACT COMPLIANCE**

Will you be staying more than 5 nights? Y  N

Will students be traveling? Y  N

**When students are traveling and will be staying more than 5 nights, a copy of this form must be submitted to the ASU Police Department.**

J Blankenship  
Las Vegas, NM  
10/24/15  
 (Business Office Use Only)



TRAVEL REQUEST

TID# 14532  
(Business Office Use Only)

Date 10/28/15

- 1. Destination Phoenix and Tucson, AZ
- 2. Number of persons making the trip 1 State vehicle(s) needed yes
- 3. Time and date of departure 7:00 am, 11/15/15
- 4. Time and date of return 11:00 pm, 11/21/15
- 5. Purpose for which the trip is being made Recruiting
- 6. Specific arrangements for class sessions (if applies) \_\_\_\_\_

7. Account Code <u>3110-806-7335-1900</u>	Budget	
Additional Account Code _____	Transportation (without tax)	\$ <u>240.00</u>
Mode of Travel <u>recruiting vehicle</u>	Meals	\$ <u>210.00</u>
Remarks <u>see attached</u>	Lodging	\$ <u>450.00</u>
	Registration Fee	_____
	Incidental Expense (explain)	_____
	<b>TOTAL</b>	\$ <u>900.00</u>

*When using State vehicle, State Fueling Systems must be used for purchases of fuel whenever possible. When not possible, only self-service islands of retail fuel outlets may be used*

Vehicle(s) Assigned \_\_\_\_\_  
by Facilities Services (ext 7951)

Traveler's Signature Josh Blankenship  
 Traveler's Name (PLEASE PRINT) Blankenship  
 Supervisor/Budget Code Administrator Josh Blankenship  
 President/Vice President (Required for Out-of-State Travel) Assistant Football Coach

**CLERY ACT COMPLIANCE**

Will you be staying more than 5 nights? Y  N   
 Will students be traveling? Y  N

**When students are traveling and will be staying more than 5 nights, a copy of this form must be submitted to the ASU Police Department.**

J Blankenship  
 Phoenix, Tucson, AZ  
 11/15-21/15  
 (Business Office Use Only)



TRAVEL REQUEST

TID# 14566  
(Business Office Use Only)

Date 10/28/15

1. Destination Phoenix and Tucson, Arizona
2. Number of persons making the trip 1 State vehicle(s) needed No
3. Time and date of departure 7:00 AM, 11/15/15
4. Time and date of return 11:00 PM, 11/21/15
5. Purpose for which the trip is being made Recruiting
6. Specific arrangements for class sessions (if applies) \_\_\_\_\_

7. Account Code <u>3110-806-7335-1900</u>	Budget
Additional Account Code _____	Transportation (without tax) \$ <u>350.00</u>
Mode of Travel _____	Meals <u>210.00</u>
Remarks _____	Lodging <u>0.00</u>
_____	Registration Fee _____
_____	Incidental Expense (explain) _____
_____	<b>TOTAL</b> \$ <u>560.00</u>

*When using State vehicle, State Fueling Systems must be used for purchases of fuel whenever possible. When not possible, only self-service islands of retail fuel outlets may be used*

Vehicle(s) Assigned \_\_\_\_\_  
by Facilities Services (ext 7951)

Traveler's Signature [Signature]  
**Jonathan Bills**  
Traveler's Name (PLEASE PRINT)  
[Signature]  
Supervisor/Budget Code Administrator  
[Signature]  
President/Vice President (Required for Out-of-State Travel)  
Assistant Football Coach

**CLERY ACT COMPLIANCE**

Will you be staying more than 5 nights? Y  N

Will students be traveling? Y  N

**When students are traveling and will be staying more than 5 nights, a copy of this form must be submitted to the ASU Police Department.**

J Bills  
Phoenix, Tucson, AZ  
11/15-21/15  
(Business Office Use Only)



TRAVEL REQUEST

TID# 14563  
(Business Office Use Only)

Date 10/28/15

- 1. Destination Durango, CO
- 2. Number of persons making the trip 70 State vehicle(s) needed \_\_\_\_\_
- 3. Time and date of departure 6:00 am, 11/7/15
- 4. Time and date of return 7:30 pm, 11/7/15
- 5. Purpose for which the trip is being made Football contest vs Fort Lewis College
- 6. Specific arrangements for class sessions (if applies) Faculty has been notified

7. Account Code <u>3110-806-7336-1900</u>	Budget
Additional Account Code _____	Transportation (without tax) \$ <u>\$ 5,094.12</u>
Mode of Travel _____	Meals <u>\$ 1,000.00</u>
Remarks _____	Lodging _____
<del>Transportation accounted for on PO</del>	Registration Fee _____
	Incidental Expense (explain) _____
	<b>TOTAL</b> \$ <u>\$ 6,094.12</u>

*When using State vehicle, State Fueling Systems must be used for purchases of fuel whenever possible. When not possible, only self-service islands of retail fuel outlets may be used*

Vehicle(s) Assigned \_\_\_\_\_  
by Facilities Services (ext 7951)

Traveler's Signature *Josh Blankenship*  
 Josh Blankenship  
 Traveler's Name (PLEASE PRINT) *Josh Blankenship*  
 Supervisor/Budget Code Administrator  
 \_\_\_\_\_  
 President/Vice President (Required for Out-of-State Travel)

**CLERY ACT COMPLIANCE**

Will you be staying more than 5 nights? Y  N

Will students be traveling? Y  N

**When students are traveling and will be staying more than 5 nights, a copy of this form must be submitted to the ASU Police Department.**

J Blankenship  
Durango  
11/7/15  
 (Business Office Use Only)





TRAVEL REQUEST

TID# 14503  
(Business Office Use Only)

Date 11/3/15

- 1. Destination Phoenix/Tucson, AZ
- 2. Number of persons making the trip 1 State vehicle(s) needed \_\_\_\_\_
- 3. Time and date of departure Sunday, 12/6, 9:00 am
- 4. Time and date of return Friday, 12/11/15, 10:00 pm
- 5. Purpose for which the trip is being made Recruiting
- 6. Specific arrangements for class sessions (if applies) \_\_\_\_\_

7. Account Code <u>3110-806-7335-1900</u>	Budget
Additional Account Code _____	Transportation (without tax) \$ <u>\$ 250.00</u>
Mode of Travel _____	Meals <u>\$ 180.00</u>
Remarks _____	Lodging <u>\$ 465.00</u>
_____	Registration Fee _____
_____	Incidental Expense (explain) _____
_____	<b>TOTAL</b> \$ <u>\$ 895.00</u>

*When using State vehicle, State Fueling Systems must be used for purchases of fuel whenever possible. When not possible, only self-service islands of retail fuel outlets may be used*

Vehicle(s) Assigned \_\_\_\_\_  
by Facilities Services (ext 7951)

Traveler's Signature Josh Blankenship  
 Josh Blankenship  
 Traveler's Name (PLEASE PRINT)  
Josh Blankenship  
 Supervisor/Budget Code Administrator  
Kurt A. [Signature] 11 NOV 2015  
 President/Vice President (Required for Out-of-State Travel)

**CLERY ACT COMPLIANCE**

Will you be staying more than 5 nights? Y  N

Will students be traveling? Y  N

**When students are traveling and will be staying more than 5 nights, a copy of this form must be submitted to the ASU Police Department.**

J Blankenship  
 Phoenix/Tucson, AZ  
 12/6-11/15  
 (Business Office Use Only)



TRAVEL REQUEST

TID# 14503  
(Business Office Use Only)

Date 11/3/15

- 1. Destination Phoenix/Tucson, AZ
- 2. Number of persons making the trip 1 State vehicle(s) needed \_\_\_\_\_
- 3. Time and date of departure Monday, 11/30, 9:00 am
- 4. Time and date of return Friday, 12/4/15, 10:00 pm
- 5. Purpose for which the trip is being made Recruiting
- 6. Specific arrangements for class sessions (if applies) \_\_\_\_\_

7. Account Code	<u>3110-806-7335-1900</u>	Budget	
Additional Account Code	_____	Transportation (without tax)	\$ <u>250.00</u>
Mode of Travel	_____	Meals	\$ <u>150.00</u>
Remarks	_____	Lodging	\$ <u>465.00</u>
		Registration Fee	_____
		Incidental Expense (explain)	_____
		<b>TOTAL</b>	\$ <u>865.00</u>

*When using State vehicle, State Fueling Systems must be used for purchases of fuel whenever possible. When not possible, only self-service islands of retail fuel outlets may be used*

Vehicle(s) Assigned \_\_\_\_\_  
by Facilities Services (ext 7951)

Traveler's Signature *Josh Blankenship*  
 Josh Blankenship  
 \_\_\_\_\_  
 Traveler's Name (PLEASE PRINT)  
*Josh Blankenship*  
 Supervisor/Budget Code Administrator  
*Josh Blankenship* 11 NOV 2015  
 President/Vice President (Required for Out-of-State Travel)

**CLERY ACT COMPLIANCE**

Will you be staying more than 5 nights? Y  N

Will students be traveling? Y  N

**When students are traveling and will be staying more than 5 nights, a copy of this form must be submitted to the ASU Police Department.**

J Blankenship  
Phoenix/Tucson, AZ  
11/30-12/4/15  
 (Business Office Use Only)



TRAVEL REQUEST

TID# 14581  
(Business Office Use Only)

Date NOV 3, 2015

1. Destination LAS VEGAS, NV VIA ABQ AIRPORT
2. Number of persons making the trip 1 State vehicle(s) needed NO
3. Time and date of departure SUNDAY NOV 15<sup>TH</sup> 2015
4. Time and date of return SATURDAY NOV 21<sup>ST</sup> 2015
5. Purpose for which the trip is being made RECRUITING
6. Specific arrangements for class sessions (if applies) N/A

7. Account Code 3110-806-7335-1900

Additional Account Code \_\_\_\_\_

Mode of Travel PLANE + RENTAL CAR

Remarks \_\_\_\_\_

	Budget
Transportation (without tax)	\$ <u>\$ 100.<sup>00</sup></u>
Meals	\$ <u>175.<sup>00</sup> (25x7)</u>
Lodging	\$ <u>0.<sup>00</sup></u>
Registration Fee	\$ <u>0.<sup>00</sup></u>
Incidental Expense (explain)	\$ <u>0.<sup>00</sup></u>
<b>TOTAL</b>	\$ <u><del>\$ 0.<sup>00</sup></del> \$ <u>275.<sup>00</sup></u></u>

*When using State vehicle, State Fueling Systems must be used for purchases of fuel whenever possible. When not possible, only self-service islands of retail fuel outlets may be used*

Vehicle(s) Assigned \_\_\_\_\_  
by Facilities Services (ext 7951)

Traveler's Signature [Signature]  
JAMES C. STAGGS III  
 Traveler's Name (PLEASE PRINT)  
[Signature]  
 Supervisor/Budget Code Administrator  
[Signature] 11 NOV 2015  
 President/Vice President (Required for Out-of-State Travel)

**CLERY ACT COMPLIANCE**

Will you be staying more than 5 nights? Y  N

Will students be traveling? Y  N

**When students are traveling and will be staying more than 5 nights, a copy of this form must be submitted to the ASU Police Department.**

J Staggs  
 Las Vegas, NV  
 11/15-21/15  
 (Business Office Use Only)



TRAVEL REQUEST

TID# 14642  
(Business Office Use Only)

Date 11/29/15 - 12/4/15

1. Destination Phoenix, Arizona
2. Number of persons making the trip 1 State vehicle(s) needed No
3. Time and date of departure 8:00 AM on 11/29/15
4. Time and date of return 10:00 PM on 12/4/15
5. Purpose for which the trip is being made Recruiting
6. Specific arrangements for class sessions (if applies) \_\_\_\_\_

7. Account Code <u>3110-806-7335-1900</u>	Budget
Additional Account Code _____	Transportation (without tax) \$ <u>400.00</u>
Mode of Travel <u>Rental Car</u>	Meals \$ <u>180.00</u>
Remarks _____	Lodging _____
_____	Registration Fee _____
_____	Incidental Expense (explain) _____
_____	<b>TOTAL</b> \$ <u>580.00</u>

*When using State vehicle, State Fueling Systems must be used for purchases of fuel whenever possible. When not possible, only self-service islands of retail fuel outlets may be used*

Vehicle(s) Assigned \_\_\_\_\_  
by Facilities Services (ext 7951)

Traveler's Signature [Signature]  
JONATHAN BILLS  
Traveler's Name (PLEASE PRINT)

[Signature]  
Supervisor/Budget Code Administrator

[Signature] 12 NOV 2015  
President/Vice President (Required for Out-of-State Travel)

**CLERY ACT COMPLIANCE**

Will you be staying more than 5 nights? Y  N

Will students be traveling? Y  N

**When students are traveling and will be staying more than 5 nights, a copy of this form must be submitted to the ASU Police Department.**

J Bills  
Phoenix, AZ  
11/29-12/4/15  
(Business Office Use Only)



TRAVEL REQUEST

TID# 14641  
(Business Office Use Only)

Date 11/9/2015

1. Destination Las Cruces, NM / Clovis, NM / Albuquerque, NM

2. Number of persons making the trip 1 State vehicle(s) needed 1

3. Time and date of departure Monday 11/16/2015 - 5:00 AM

4. Time and date of return Friday 11/20/2015 - 5:00 PM

5. Purpose for which the trip is being made Recruiting

6. Specific arrangements for class sessions (if applies)

7. Account Code 3110-806-7335-1900

Additional Account Code \_\_\_\_\_

Mode of Travel Athletic Car

Remarks \_\_\_\_\_

Budget

Transportation (without tax) \$ \$ 210.00

Meals \$ 150.00

Lodging \$ 240.00

Registration Fee \_\_\_\_\_

Incidental Expense (explain) \_\_\_\_\_

**TOTAL** \$ \$ 600.00

*When using State vehicle, State Fueling Systems must be used for purchases of fuel whenever possible. When not possible, only self-service islands of retail fuel outlets may be used*

Vehicle(s) Assigned \_\_\_\_\_  
by Facilities Services (ext 7951)

Traveler's Signature [Signature]

Ross Brunelle

Traveler's Name (PLEASE PRINT)

[Signature]

Supervisor/Budget Code Administrator

[Signature] 12 Nov 2015  
President/Vice President (Required for Out-of-State Travel)

**CLERY ACT COMPLIANCE**

Will you be staying more than 5 nights? Y  N

Will students be traveling? Y  N

**When students are traveling and will be staying more than 5 nights, a copy of this form must be submitted to the ASU Police Department.**

R Brunelle  
Las Cruces, Clovis,  
Albuquerque, NM  
(Business Office Use Only)  
11/16 - 20/15



TRAVEL REQUEST

TID# 14767  
(Business Office Use Only)

Date 12-10-15

- 1. Destination COLOMADO SPRINGS
- 2. Number of persons making the trip 1 State vehicle(s) needed \_\_\_\_\_
- 3. Time and date of departure 12/11 5PM
- 4. Time and date of return 12/13 2PM
- 5. Purpose for which the trip is being made RESEARCH
- 6. Specific arrangements for class sessions (if applies) \_\_\_\_\_

7. Account Code <u>3110-BOLE-7335-1900</u>	Budget
Additional Account Code _____	Transportation (without tax) \$ <u>60.00</u>
Mode of Travel _____	Meals <u>0</u>
Remarks _____	Lodging <u>0</u>
_____	Registration Fee <u>0</u>
_____	Incidental Expense (explain) <u>0</u>
_____	<b>TOTAL</b> \$ <u>\$60.00</u>

*When using State vehicle, State Fueling Systems must be used for purchases of fuel whenever possible. When not possible, only self-service islands of retail fuel outlets may be used*

Vehicle(s) Assigned \_\_\_\_\_  
by Facilities Services (ext 7951)

Traveler's Signature [Signature]  
JAMES C. STAGGS III  
Traveler's Name (PLEASE PRINT)

[Signature]  
Supervisor/Budget Code Administrator

\_\_\_\_\_  
President/Vice President (Required for Out-of-State Travel)

**CLERY ACT COMPLIANCE**

Will you be staying more than 5 nights? Y  N

Will students be traveling? Y  N

**When students are traveling and will be staying more than 5 nights, a copy of this form must be submitted to the ASU Police Department.**

J Staggs  
Colorado Springs  
12/11-13/15  
(Business Office Use Only)



TRAVEL REQUEST

TID# 149606  
(Business Office Use Only)

Date 12/10/2015

- 1. Destination Roswell, NM
- 2. Number of persons making the trip 3 State vehicle(s) needed 1
- 3. Time and date of departure 8:00 AM - 12/11/2015
- 4. Time and date of return 8:00 PM - 12/11/2015
- 5. Purpose for which the trip is being made Transport Recruits
- 6. Specific arrangements for class sessions (if applies) \_\_\_\_\_

7. Account Code <u>3110-806-7335-1900</u>	Budget	
Additional Account Code _____	Transportation (without tax)	\$ <u>50.00</u>
Mode of Travel <u>Recruit Car</u>	Meals	\$ <u>20.00</u>
Remarks _____	Lodging	_____
_____	Registration Fee	_____
_____	Incidental Expense (explain)	_____
	<b>TOTAL</b>	\$ <u>70.00</u>

*When using State vehicle, State Fueling Systems must be used for purchases of fuel whenever possible. When not possible, only self-service islands of retail fuel outlets may be used*

Vehicle(s) Assigned \_\_\_\_\_  
by Facilities Services (ext 7951)

Traveler's Signature [Signature]  
Ross Brunelle  
 Traveler's Name (PLEASE PRINT)  
[Signature]  
 Supervisor/Budget Code Administrator  
[Signature] 15 Dec 2015  
 President/Vice President (Required for Out-of-State Travel)

**CLERY ACT COMPLIANCE**

Will you be staying more than 5 nights? Y  N

Will students be traveling? Y  N

**When students are traveling and will be staying more than 5 nights, a copy of this form must be submitted to the ASU Police Department.**

R Brunelle  
Roswell, NM  
12/11/15  
 (Business Office Use Only)



TRAVEL REQUEST

TID# 14750  
(Business Office Use Only)

Date 11/13/15

- 1. Destination Phoenix, AZ
- 2. Number of persons making the trip 3 State vehicle(s) needed \_\_\_\_\_
- 3. Time and date of departure 12/11/15, 4:00 am
- 4. Time and date of return 12/14/15, 9:00 am
- 5. Purpose for which the trip is being made Recruiting
- 6. Specific arrangements for class sessions (if applies) \_\_\_\_\_

7. Account Code <u>3110-806-7335-1900</u>	Budget
Additional Account Code _____	Transportation (without tax) \$ <u>700.00</u>
Mode of Travel _____	Meals <u>60.00</u>
Remarks _____	Lodging _____
_____	Registration Fee _____
_____	Incidental Expense (explain) _____
	<b>TOTAL</b> \$ <u>760.00</u>

*When using State vehicle, State Fueling Systems must be used for purchases of fuel whenever possible. When not possible, only self-service islands of retail fuel outlets may be used*

Vehicle(s) Assigned \_\_\_\_\_  
by Facilities Services (ext 7951)

Traveler's Signature *Nathaniel Wiggins*  
**Nathaniel Wiggins**  
 Traveler's Name (PLEASE PRINT)  
*Nathaniel*  
 Supervisor/Budget Code Administrator  
*15 Dec 2015*  
 President/Vice President (Required for Out-of-State Travel)

**CLERY ACT COMPLIANCE**

Will you be staying more than 5 nights? Y  N

Will students be traveling? Y  N

**When students are traveling and will be staying more than 5 nights, a copy of this form must be submitted to the ASU Police Department.**

N Wiggins  
Phoenix, AZ  
12/11-14/15  
 (Business Office Use Only)





TRAVEL REQUEST

TID# 14730  
(Business Office Use Only)

Date Nov. 24, 2015

- 1. Destination Northern Colorado - Ft. Collins, Greeley, Breckenridge, Longmont Area, Boulder
- 2. Number of persons making the trip 1 State vehicle(s) needed \_\_\_\_\_
- 3. Time and date of departure 12:00pm Monday Nov. 30<sup>th</sup>, 2015
- 4. Time and date of return 5:00pm Friday Dec. 4<sup>th</sup>, 2015
- 5. Purpose for which the trip is being made Recruiting
- 6. Specific arrangements for class sessions (if applies) N/A

7. Account Code 3110-800-7335-1900 Budget

Additional Account Code _____	Transportation (without tax)	\$ <u>217.28</u>
Mode of Travel <u>Under Budget Transportation</u>	Meals	\$ <u>130.00</u>
Remarks _____	Lodging	\$ <u>0</u>
_____	Registration Fee	_____
_____	Incidental Expense (explain)	_____
_____	<b>TOTAL</b>	<b><u>347.28</u> <del>\$0.00</del></b>

*When using State vehicle, State Fueling Systems must be used for purchases of fuel whenever possible. When not possible, only self-service islands of retail fuel outlets may be used*

Vehicle(s) Assigned \_\_\_\_\_  
by Facilities Services (ext 7951)

Traveler's Signature R Brunelle  
Ross Brunelle  
Traveler's Name (PLEASE PRINT)

Januel Reel  
Supervisor/Budget Code Administrator

\_\_\_\_\_  
President/Vice President (Required for Out-of-State Travel)

**CLERY ACT COMPLIANCE**

Will you be staying more than 5 nights? Y  N

Will students be traveling? Y  N

**When students are traveling and will be staying more than 5 nights, a copy of this form must be submitted to the ASU Police Department.**

R Brunelle  
Northern CO  
11/30-12/4/15  
(Business Office Use Only)



TRAVEL REQUEST

TID# 14731  
(Business Office Use Only)

Date Nov 20, 2015

1. Destination Colorado Springs & Denver, Co
2. Number of persons making the trip 1 State vehicle(s) needed \_\_\_\_\_
3. Time and date of departure Sunday Nov 29th 2015
4. Time and date of return Friday Dec 4th 2015
5. Purpose for which the trip is being made Recruiting
6. Specific arrangements for class sessions (if applies) \_\_\_\_\_

7. Account Code <u>3110-800-7335-1900</u>	Budget	
Additional Account Code _____	Transportation (without tax)	\$ <u>150.00</u>
Mode of Travel _____	Meals	\$ <u>150.00</u>
Remarks _____	Lodging	\$ <u>0.00</u>
_____	Registration Fee	\$ <u>0.00</u>
_____	Incidental Expense (explain)	\$ <u>50.00</u>
_____	<b>TOTAL</b>	\$ <u>350.00</u>

*When using State vehicle, State Fueling Systems must be used for purchases of fuel whenever possible. When not possible, only self-service islands of retail fuel outlets may be used*

Vehicle(s) Assigned \_\_\_\_\_  
by Facilities Services (ext 7951)

Traveler's Signature [Signature]  
JAME C. STAGGS III  
Traveler's Name (PLEASE PRINT)

[Signature]  
Supervisor/Budget Code Administrator

\_\_\_\_\_  
President/Vice President (Required for Out-of-State Travel)

**CLERY ACT COMPLIANCE**

Will you be staying more than 5 nights? Y  N

Will students be traveling? Y  N

**When students are traveling and will be staying more than 5 nights, a copy of this form must be submitted to the ASU Police Department.**

J Staggs III  
Colorado Springs,  
Denver  
(Business Office Use Only)

11/29 - 12/4/15



TRAVEL REQUEST

TID# 14751  
(Business Office Use Only)

Date 12/6/2015

- 1. Destination Denver International Airport
- 2. Number of persons making the trip 4 State vehicle(s) needed \_\_\_\_\_
- 3. Time and date of departure 12/6/2015 - 1:00 PM
- 4. Time and date of return 12/6/2015 - 9:30 PM
- 5. Purpose for which the trip is being made Take Recruits to Airport
- 6. Specific arrangements for class sessions (if applies) \_\_\_\_\_

7. Account Code <u>3110-806-7335-1900</u>	Budget	
Additional Account Code _____	Transportation (without tax)	\$ <u>30.00</u>
Mode of Travel <u>Recruit Car</u>	Meals	\$ <u>10.00</u>
Remarks _____	Lodging	_____
_____	Registration Fee	_____
_____	Incidental Expense (explain)	_____
	<b>TOTAL</b>	\$ <u>40.00</u>

*When using State vehicle, State Fueling Systems must be used for purchases of fuel whenever possible. When not possible, only self-service islands of retail fuel outlets may be used*

Vehicle(s) Assigned \_\_\_\_\_  
by Facilities Services (ext 7951)

Traveler's Signature Ross Brunelle  
 Ross Brunelle  
 Traveler's Name (PLEASE PRINT)  
Ross Brunelle  
 Supervisor/Budget Code Administrator

\_\_\_\_\_  
 President/Vice President (Required for Out-of-State Travel)

**CLERY ACT COMPLIANCE**

Will you be staying more than 5 nights? Y  N

Will students be traveling? Y  N

**When students are traveling and will be staying more than 5 nights, a copy of this form must be submitted to the ASU Police Department.**

R Brunelle  
 Denver  
 12/6/15  
 (Business Office Use Only)



TRAVEL REQUEST

TID# 14752  
(Business Office Use Only)

Date 12/7/2015

1. Destination Buena Vista, Paonia

2. Number of persons making the trip 1 State vehicle(s) needed \_\_\_\_\_

3. Time and date of departure 12/8/2015 - 7:00 AM

4. Time and date of return 12/8/2015 - 9:00 PM

5. Purpose for which the trip is being made Recruiting

6. Specific arrangements for class sessions (if applies) \_\_\_\_\_

7. Account Code 3110-806-7335-1900

Additional Account Code \_\_\_\_\_

Mode of Travel Recruit Car

Remarks \_\_\_\_\_

Budget

Transportation (without tax) \$ 50.00

Meals \$ 20.00

Lodging \_\_\_\_\_

Registration Fee \_\_\_\_\_

Incidental Expense (explain) \_\_\_\_\_

**TOTAL** \$ 70.00

*When using State vehicle, State Fueling Systems must be used for purchases of fuel whenever possible. When not possible, only self-service islands of retail fuel outlets may be used*

Vehicle(s) Assigned \_\_\_\_\_  
by Facilities Services (ext 7951)

Traveler's Signature [Signature]  
**Ross Brunelle**

Traveler's Name (PLEASE PRINT) \_\_\_\_\_  
[Signature]  
Supervisor/Budget Code Administrator

\_\_\_\_\_  
President/Vice President (Required for Out-of-State Travel)

**CLERY ACT COMPLIANCE**

Will you be staying more than 5 nights? Y  N

Will students be traveling? Y  N

**When students are traveling and will be staying more than 5 nights, a copy of this form must be submitted to the ASU Police Department.**

R Brunelle  
Buena Vista, Paonia  
12/8/15  
(Business Office Use Only)



TRAVEL REQUEST

TID# 14770 (Business Office Use Only)

Date 12/10/2015

1. Destination Roswell, NM

2. Number of persons making the trip 3 State vehicle(s) needed 1

3. Time and date of departure 8:00 AM - 12/13/2015

4. Time and date of return 8:00 PM - 12/13/2015

5. Purpose for which the trip is being made Transport Recruits

6. Specific arrangements for class sessions (if applies)

7. Account Code 3110-806-7335-1900 Budget

Additional Account Code Transportation (without tax) \$ 50.00

Mode of Travel Recruit Car Meals \$ 20.00

Remarks Lodging

Registration Fee

Incidental Expense (explain)

TOTAL \$ 70.00

When using State vehicle, State Fueling Systems must be used for purchases of fuel whenever possible. When not possible, only self-service islands of retail fuel outlets may be used
Vehicle(s) Assigned
by Facilities Services (ext 7951)

Traveler's Signature Ross Brunelle

Traveler's Name (PLEASE PRINT)

Supervisor/Budget Code Administrator

President/Vice President (Required for Out-of-State Travel)

CLERY ACT COMPLIANCE
Will you be staying more than 5 nights?
Will students be traveling?
When students are traveling and will be staying more than 5 nights, a copy of this form must be submitted to the ASU Police Department.

R Brunelle
Roswell, NM
12/13/15
(Business Office Use Only)



TRAVEL REQUEST

TID# 14798  
(Business Office Use Only)

Date 12/16/15

1. Destination Colorado Springs, Co

2. Number of persons making the trip 2 State vehicle(s) needed \_\_\_\_\_

3. Time and date of departure 9:00 AM - 12/19/15

4. Time and date of return 1:00 PM - 12/19/15

5. Purpose for which the trip is being made Drop Off Recruits @ Airport

6. Specific arrangements for class sessions (if applies) \_\_\_\_\_

7. Account Code 3110-806-7335-1900 Budget

Additional Account Code \_\_\_\_\_ Transportation (without tax) \$ 40.00

Mode of Travel Recruit Car Meals \_\_\_\_\_

Remarks \_\_\_\_\_ Lodging \_\_\_\_\_

Registration Fee \_\_\_\_\_

Incidental Expense (explain) \_\_\_\_\_

**TOTAL** \$ 40.00

*When using State vehicle, State Fueling Systems must be used for purchases of fuel whenever possible. When not possible, only self-service islands of retail fuel outlets may be used*

Vehicle(s) Assigned \_\_\_\_\_  
by Facilities Services (ext 7951)

Traveler's Signature [Signature]

Ross Brunelle  
Traveler's Name (PLEASE PRINT)

[Signature]  
Supervisor/Budget Code Administrator

\_\_\_\_\_  
President/Vice President (Required for Out-of-State Travel)

**CLERY ACT COMPLIANCE**  
Will you be staying more than 5 nights? Y  N   
Will students be traveling? Y  N   
**When students are traveling and will be staying more than 5 nights, a copy of this form must be submitted to the ASU Police Department.**

R Brunelle  
Colorado Springs  
12/19/15  
(Business Office Use Only)



TRAVEL REQUEST

TID# 14799  
(Business Office Use Only)

Date 12/16/15

- 1. Destination Colorado Springs, Co
- 2. Number of persons making the trip 2 State vehicle(s) needed \_\_\_\_\_
- 3. Time and date of departure 5:00 PM - 12/16/15
- 4. Time and date of return 12/7/15 - 1:00 PM
- 5. Purpose for which the trip is being made Pick Up Recruits @ Airport
- 6. Specific arrangements for class sessions (if applies) \_\_\_\_\_

7. Account Code <u>3110-806-7335-1900</u>	Budget
Additional Account Code _____	Transportation (without tax) \$ <u>\$ 40.00</u>
Mode of Travel <u>Recruit Car</u>	Meals _____
Remarks _____	Lodging _____
_____	Registration Fee _____
_____	Incidental Expense (explain) _____
<b>TOTAL</b>	<b>\$ <u>\$ 40.00</u></b>

*When using State vehicle, State Fueling Systems must be used for purchases of fuel whenever possible. When not possible, only self-service islands of retail fuel outlets may be used*

Vehicle(s) Assigned \_\_\_\_\_  
by Facilities Services (ext 7951)

Traveler's Signature Ross Brunelle  
 \_\_\_\_\_  
 Ross Brunelle  
 Traveler's Name (PLEASE PRINT)  
 \_\_\_\_\_  
 Supervisor/Budget Code Administrator  
 \_\_\_\_\_  
 President/Vice President (Required for Out-of-State Travel)

**CLERY ACT COMPLIANCE**

Will you be staying more than 5 nights? Y  N

Will students be traveling? Y  N

**When students are traveling and will be staying more than 5 nights, a copy of this form must be submitted to the ASU Police Department.**

R Brunelle  
Colorado Springs  
12/16-17/15  
 (Business Office Use Only)