



College of
EDUCATION

Travel Letter (Out-of-State only)

Date: _____

To: Accounts Payable

Re: Travel

I have exceeded the daily travel limit of the per diem for the hotel cost by more than 25% for the following reason:

I have attached my hotel receipt for review.

I have exceeded the meal(s) per diem rate for the following reasons.

Traveler_____

Date_____

Department Head_____

Date_____

Dean_____

Date_____