## TRAVEL CLEARANCE

Name of Traveler	r:	Travel Authorization No.:			
Dates of Travel:					
Fror	m: /		To:	/	
	Hour Date	_	Hour	Date	
Travel Funds: Pay By: (Check) Airfare Per diem:	RCUOG Credit Card / Trav	eler	Amo	ount Claimed:	
Location Auto Rental	( day	s X)			
Miscellaneous	(list):				
Total Amount	Claimed				
(Less Amount	Advanced)				
Claim Due / (Am	ount Refunded to RCUOG)				
Authorization for	tatements above are accurate rm and such documents as n ed. I have submitted a Trave	ecessary to justify	any request for fun	ds beyond those	
		Trave	eler's Signature	Date	
If additional fun	ds are being requested:	Approve I	Disapprove		
G. L. Account #					
Print Name	Title	Signature	Date		



## **TRIP REPORT**

Traveler's Name:	Position Title:				
	Unit/Department:				
Trip Objective:					
Пр Објесиче.					
<b>Highlights:</b> (Minimum data content benefit from trip; How trip relates			ed; How can RCUOG/UOG		
Possible Application of Knowledg	e Gained:				
Follow Through Action/s, as Nece	ssary:				
Signature and Approval					
Travaler's Signature	Date				
Traveler's Signature	Daic				
Immediate Supervisor's Name	Title	Signature	Date		

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