## STATE OF WYOMING

 $Travel\ Request$  Must be completed prior to the commencement of travel when required by State Accounting Policies & Procedures and State Statutes, and attached to the WOLFS-104, Travel Expense Voucher.

Agency / Division	BFY	7 Fund	A 0711	Org	A now	Droi	_
Permission is hereby requested for _			Agy	•	Appr	Proj	
remission is hereby requested for _	traveler	title			<del></del>	to	
travel from	to on these dates: _						to
point of origin	destination	on			depa	rture date	
return date	purpose of trip						
Reimbursement Method	Mode of Transportation						
Actual lodging plus M&IE	State Auto	Person	al Vehicle		Rental Vehicle		
Actual lodging plus actual meals	State Airplane	Commercial Airplane			Other:		
Constru	ucted or Interrupted Tr	avel (check w	hen appli	cable)			
This trip includes Constructed Trave List constructed travel dates & times:	-	•			•		es.
This trip includes Interrupted Travel List interrupted travel dates & times:						ng travel da	ites.
Estimated Travel Expenditures  Airfare Other transportation Lodging *  M&IE Actual meals Registration fees Other (explain below)  Total  * Check here if lodging rate exceeds  Additional comments:	"maximum lodging i					optional age	
Approved Dis	sapproved		Approv	red	Dis	sapproved	
Supervisor / Manager signature (optional	Director / Designee signature (required) Date						
Governor's Approval for International		Approv	ed	Dis	approved		
Governor's signature (required for internati	Date						