The University of Montana Western

Group Travel Notification Form

We understand that _____
is responsible for our group travel to _____.
advance for lodging and miscellaneous expenses for the entire group and will file and receive a travel reimbursement for the entire group. The amount entered on this form is for Per Diem meals only.

Group Members

Name	Address	Faculty/Staff Student (select one)	Per Diem Amount

Print this form, complete and forward to Business Services