 Travel Adjustment

Memorandum

|  |  |
| --- | --- |
| To: | Research Corporation |
| From: |  |
| Subject: | Amendment(s) to RC Travel Authorization(s) |

The following is/are amendment(s) to:

|  |  |
| --- | --- |
| RC Travel Authorization Number(s): | Traveler(s): |
|  |  |
|  |  |

Estimated Cost of Travel:

|  |  |  |
| --- | --- | --- |
| Type of Adjustment | From: | To: |
| Transportation |  |  |
| Per diem: |  |  |
| Auto Rental: |  |  |
| Miscellaneous: |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total |  |  |
| Travel Advance Requested: |  |  |

Justification:

|  |  |
| --- | --- |
| Concurred by: | Certified by: |
|  |  |
|  |  |
|  |  |
|  | General Ledger: |
| Approved/Disapproved by: |  |
|  |  |
|  |  |