|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Nombre: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **(Nombre, inicial y los dos apellidos)** | | | | | | | Título: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Propósito del viaje: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
| Fecha: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Lugar:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Día de salida: \_\_\_\_\_\_\_\_\_\_\_\_  Hora salida: \_\_\_\_\_\_\_\_\_\_\_\_ | | | | Día de llegada:\_\_\_\_\_\_\_\_\_\_\_  Hora llegada: \_\_\_\_\_\_\_\_\_\_\_ |
|  | | | | | | | | | |
| **Costo Estimado del Viaje** | | | | | | | | | |
| **Transportación: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** □Vehículo RUM □Auto propio □Acompañante:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
|  | | | | | | | | | |
| Licencia Conducir:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Marca:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Modelo:\_\_\_\_\_\_\_\_\_\_\_\_ | | | Tablilla: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Taxi: $\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Alquiler Auto: $\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | **Peaje y millaje: $\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | **Aérea: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | | | | | | | | | |
| **Dietas: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **Alojamiento: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | **Misceláneos: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |
| * Días \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Desayuno\_\_\_\_\_\_\_\_\_\_ * Almuerzo\_\_\_\_\_\_\_\_\_\_ * Cena \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | * Días \_\_\_\_\_\_\_\_\_\_\_ * Costo p/noche $\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | * Cuota/Membresía $\_\_\_\_\_\_\_\_\_\_\_ * Maletero $\_\_\_\_\_\_\_\_\_\_\_\_\_ * VISA $\_\_\_\_\_\_\_\_\_\_\_\_\_ * Otros $\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **Total Gastos: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | |
|  | | | | | | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Solicitado por Fecha | | | | | | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Supervisor inmediato Fecha | | | | | | * Recomendado   + Sí | | * + No | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Decano ADEM Fecha | | | | | | * Aprobado   + Sí | | * + No | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Asuntos Administrativos Fecha | | | | | | * Fondos Disponibles   + Sí | | * + No | |
| **Comentarios:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | **Fondos Asignados: $**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Número de Cuenta:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |