



# TRAVEL REQUEST FORM

Administrative assistant or traveler must fill out all \*RED boxes.

\*DATE SUBMITTED:

\*School/Department Name:

FUND	TYPE	LOCATION	PROGRAM	FUNCTION	OBJECT	*Purpose of Trip:
*Trip Coding: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## TRAVEL INFORMATION

\*Name of traveler **exactly** as it appears on driver license:

*Traveler's Gender: <input type="text"/>	*Traveler's Date of Birth: <input type="text"/>	*Traveler's Cell Phone: <input type="text"/>	*Traveler's Email Address: <input type="text"/>
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*Conference Title/Link: <input type="text"/>	*Conference Location: <input type="text"/>
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*Conference Start Date: <input type="text"/>	*Travel Departure Date: <input type="text"/>	*Travel Departure Time: <input type="text"/>	If taking personal days before or after the conference, list actual departure & return date: Departure Date: <input type="text"/> Return Date: <input type="text"/>
*Conference End Date: <input type="text"/>	*Travel Return Date: <input type="text"/>	*Travel Return Time: <input type="text"/>	

Airfare for actual dates traveling when including personal days:  (Amount listed for information only so we know if money needs to be paid by traveler to district at time of ticketing.)

## PRE-PAID EXPENSES

*Registration Fees: <input type="text"/>	Airfare Amount: <input type="text"/>	Nightly Lodging Rate Including Tax: <input type="text"/>	Number of Nights Staying: <input type="text"/>	Total Lodging Amount: <input type="text"/>
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## POST-TRIP REIMBURSEMENT EXPENSES

*Number of Travel Days on Business: <input type="text"/>	\$35 Per day	<input type="text"/> Total	Total Meal Per diem: <input type="text"/>
*Number of Non-Travel Days on Business: <input type="text"/>	\$53 Per day	<input type="text"/> Total	<input type="text"/>

Destination Ground Transportation Amount:

Airport Parking Amount:

\*Personal Car Mileage (# of miles driven):

Personal Car Mileage Amount:  \$0.725  Total

Baggage Fee Amount:

Rental Car Amount:

Hotel Parking Amount:

Driving vs. Flying Comparison Amount:

Total Trip Cost:

**APPROVALS:** All approval signatures are required before sending form to travel buyer to book travel.

Traveler \_\_\_\_\_

Approver 2 \_\_\_\_\_

Approver 3 \_\_\_\_\_

Approver 4 \_\_\_\_\_

Comments and Additional Information: