



# TRAVEL REQUEST FORM

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

\*DATE SUBMITTED:  \*SUBMITTED BY:

\*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 drivers license:

\*Traveler's gender:  \*Traveler's Date of Birth:  \*Traveler's Cell Phone:  \*Traveler's Email Address:

\*Conference Title/Link:  \*Conference Location:

\*Conference Start Date:  \*Travel Departure Date:  \*Travel Departure Time:

If taking personal days before or after the conference, list actual departure & return date:

\*Conference End Date:  \*Travel Return Date:  \*Travel Return Time:

Departure:  Return date:

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:	Airfare amount:	Nightly Lodging Rate Including Tax:	Number of Nights Staying:	Total Lodging Amount:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## POST TRIP REIMBURSEMENT EXPENSES

\*Number of Travel Days on Business:  \$35 Per day  Total Total Meal Per diem:

\*Number of Non-Travel Days on Business:  \$53 Per day  Total

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: