



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 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"/>
--	---	--	---

*Conference Title/Link: <input type="text"/>	*Conference Location: <input type="text"/>
--	--

*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: <input type="text"/>	(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"/>
--	--------------------------------------	--	--	--

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: <input type="text"/>	
Airport Parking Amount: <input type="text"/>	
*Personal Car Mileage (# of miles driven): <input type="text"/>	
Personal Car Mileage Amount: <input type="text"/>	\$0.725 <input type="text"/> Total
Baggage Fee Amount: <input type="text"/>	
Rental Car Amount: <input type="text"/>	
Hotel Parking Amount: <input type="text"/>	
Driving vs. Flying Comparison Amount: <input type="text"/>	
Total Trip Cost: <input type="text"/>	

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: