



NAME

TRAVELER TYPE: Faculty Student Guest

NOTE: Tab through fields

DESTINATION

EVENT DATES TO

TRAVEL DATES TO

PURPOSE

AIRFARE Preferred Airports Payment Method

Baggage to BAGGAGE from

MILEAGE miles @ google map or mileage calculator included?

LODGING nights @ (Cost Per Day)

Special Rate: Safety, Conference, etc. Justification:

PER DIEM days @ (https://www.gsa.gov/travel-resources)

RENTAL CAR TAXI(S)

REGISTRATION Payment Method

MISC (Item)

MISC (Amount)

TOTAL ESTIMATED EXPENSE

Supervisor's Signature: _____

Travel Planner's Signature: _____

INTERNATIONAL TRAVEL ONLY:

Have you submitted your export control form?

Have you submitted international travel request to study abroad?

TRAVEL ADVANCE REQUESTED?

Employee advance: 50% of total Student advance: 90% of total

Account or WorkTag % or \$

Account or WorkTag % or \$

Account or WorkTag % or \$