

# Request for Travel

Name:		Today's Date:	
Group Name:		Date of Event:	Approved by: <i>For Dept. Head Use Only</i>
Event Description:		Location(s): <i>In order of travel.</i>	Budget Code:
Reason for Attending:			
Mode of Transportation:		Estimated Cost of Transportation	
Are Students Traveling? Yes      No		If yes, please list student names:	
Lodging Needed? Yes      No	If yes, how many nights?	How many rooms?	Estimated Cost:
		Are students Staying? Yes      No	
<i>Room receipts are required and must show '0' balance.</i>			
Faculty Meals Needed? Yes      No	If yes, estimated cost:	Student Meals Needed? Yes      No	If yes, please list students names and amount per student:
Fees \$: <i>Provide registration form and proof of payment before requisition is placed. Conferences: Advertisement with name of event, date, and location is required.</i>			
Total Cost of Trip <i>(before taxes)</i>			

**Note:**

Before you travel, the office needs this information **at least 15 workdays before the event**. This allows time for cash advances, processing of the requisitions, purchase orders, scheduling of transportation, and any other related arrangements or paperwork. **Travel requests must be in place before the travel can occur**; phone requests during travel will not be honored.

**Receipts/Invoices**

While you travel, please collect all receipts and other financially relevant documents. **Hotel bills must be itemized, showing a '0' balance, cost per night with taxes, and must reflect the names of the people in each room.**

**Traveling with Students:**

If cash advance is used, a list of student names is required in the office prior to the trip. You will need to receive a signature form for the students to sign as they receive the money. This form will be in your mailbox and must be returned to the office at the conclusion of the event.

**This form must be submitted and approved by the Department Head *before* travel can occur.**