

Travel Request (Prior to Travel)

Geography Department

Return to Room 337

* Out of Country must be completed 2 months prior to travel

Employee Name: _____
 Banner ID (CWID): _____
 Fund code to pay for travel: _____
 If this is a grant, is this travel allowable on the grant? Yes No

TRAVEL INFORMATION

Name of Event: _____
 Location (Include City & State): _____
 Date/Time the **FIRST MEETING** begins: _____
 Date/Time the **LAST MEETING** ends: _____
 Date/Time leaving your home/office: _____
 Date/Time returning to your home/office: _____

Purpose: Attending Presenting Both

REGISTRATION COST (Attach brochure/documentation)

How did you pay for your registration? Self P-Card

A 3 Rules Apply Form must be in place prior to paying for the registration with a P-card.

LODGING (Attach brochure/documentation)

Is the hotel a designated conference hotel? Yes No
 If not, the state rate as listed on www.policyworks.gov/peridem will be paid.

Are you rooming with anyone? Yes No
 If yes, how many people in room? _____

Nightly Rate _____

AIRFARE

I want office staff to book my flight Yes No

If yes, preferred itinerary: _____

Cost of Airfare (Concur quote) _____

TRANSPORTATION

I plan on renting a car from Motor Pool Car Rental Both

I will be claiming mileage Yes No

ADDITIONAL EXPECTED EXPENSES OR COMMENTS:

Office Use Only
ESTIMATED EXPENSES
Per Diem Rate
Days
Total Per Diem
Registration
Lodging Per Night
Nights
Total Lodging
Total Airfare
Transportation
Total Other
Trip Total

MISSED CLASSES: Please list any classes that will be missed and how you will account for this (i.e. guest lecture, recorded): (Students, list classes missed and how you will make up work/obtain notes, etc.):