



## Travel Request Form

Submit completed form with all required signatures and necessary documentation **prior to travel**. Review our travel policy under the Travel section of our website. Please provide and attach any further explanation/description on a separate sheet; keep copies of all receipts concerning the expenditures listed below.

### EMPLOYEE/TRIP INFORMATION

Employee ID #: \_\_\_\_\_ Phone #: \_\_\_\_\_ Request Date: \_\_\_\_\_  
Name: \_\_\_\_\_ Department: \_\_\_\_\_  
Departure Address (City, State, Zip): \_\_\_\_\_  
Destination Address (City, State, Zip): \_\_\_\_\_  
Departure: \_\_\_\_\_ AM \_\_\_\_\_ PM Return: \_\_\_\_\_ AM \_\_\_\_\_ PM  
Purpose of Travel: \_\_\_\_\_  
If vehicle requested: \_\_\_\_\_ Approved \_\_\_\_\_ Denied (If denied, please include Vehicle Use Form) \_\_\_\_\_  
Additional Passengers: \_\_\_\_\_

### ANTICIPATED EXPENDITURES

Totals Travel Card

Registration: .....

#### Transportation:

Airfare: .....

Bus: .....

Personal Car Mileage: \_\_\_\_\_ miles @ \_\_\_\_\_ /mile.....

Rental Car: .....

Train: .....

#### Lodging:

Received: \_\_\_\_\_ night(s) @ \_\_\_\_\_ /night .....

Un-receipted: \_\_\_\_\_ night(s) @ \_\_\_\_\_ /night .....

#### Meals:

Per Diem (overnight): \_\_\_\_\_ per Diem(s) @ \_\_\_\_\_ /each .....

\$5/\$12 (day trip): \_\_\_\_\_ breakfast(s) @ \_\_\_\_\_ /each .....

\_\_\_\_\_ dinner(s) @ \_\_\_\_\_ /each .....

Incidental Expenses: .....

Parking: \_\_\_\_\_ Taxi: \_\_\_\_\_ Tolls/Bridges: \_\_\_\_\_ Subway: \_\_\_\_\_

Other (explain): \_\_\_\_\_

### TOTAL ESTIMATED COST OF TRIP

Traveler's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### APPROVALS/LIMITS BY FUNDING SOURCE (Including Professional Grants)

Funding Source	Account #	\$ Amount	Authorizing Signature	Date
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CREDIT CARD LIMIT  
INCREASE REQUEST

Travel Card Credit Limit:  
NET Card Credit Limit:

Travel Card Single Amount Limit:  
NET Card Single Amount Limit: