

TRAVEL REQUEST

Group/Account Name: _____

List of individuals making the trip:

<u>Name</u>	<u>University ID #</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Trip Information

Trip Destination: _____

Purpose of Trip: _____

Departure Date: _____ Time: _____

Return Date: _____ Time: _____

Reimbursement
 OR
 Cash Advance (Please X One)

Amount of Advance: _____

Date Needed: _____ Time: _____

Confirmation Numbers

Hotel _____
 Vehicle _____
 Other _____

Trip Expenses	AMOUNT
Airfare:	_____
Vehicle Rental:	_____
Type of Vehicle:	_____
(please X one)	_____
<input type="checkbox"/> Motor Pool	_____
<input type="checkbox"/> Avis	_____
Hotel: ___ night x ___ rooms	_____
Hotel Name:	_____
Registration:	_____
Vendor Name:	_____
Federal ID #:	_____
Meals:	_____
Parking:	_____
Other: (Explain)	_____
Other: (Explain)	_____
Other: (Explain)	_____
Other: (Explain)	_____
Other: (Explain)	_____
Total Requested Amount	\$0.00