

Travel Request for Employees and Students

Traveler: _____ UIN: _____

Destination: _____

Purpose: _____

Is this reimbursement for a foreign national? Yes No

1) Is this a foreign travel request?

Yes No (If yes, include approval from department head)

2) If you were attending a conference, was your lodging at a conference hotel?

Yes No (If yes, attach a conference brochure, registration form, or other proof of the conference hotel)

3) Did you share lodging with other University traveler(s)?

Yes No (If yes, please provide names: _____)

4) Transportation method: University Car Personal Car

Plane (paid by T-card) Plane (paid personally)

Rental car: Provide explanation below on why a rental car was chosen instead of public transportation:

If you used a personal vehicle, please provide the starting and ending destination:

Starting: _____ Ending: _____

5) Are you requesting per diem for meals? Yes No

If any meals were provided, list here: _____

6) Note any other per diem exclusions here: _____

7) If expenses were covered by an external entity or honorarium, please provide name and details below:

8) Accounting Information

\$ Amount or % If splitting funds	Fund	Org	Program	Description of funds if CFOP unknown

9) Please complete the following information or attach an itinerary

Date	From	Time of Departure	To	Time of Arrival

Items to remember:

- Include all original receipts. Airline receipts must show the travel class.
- No receipts are needed for per diem meals, refer to OBFS website for reimbursement rates.
- If you do not have a receipt, please list and describe the expenditure on the bottom of the form.
- If phone calls are on your hotel bill, please indicate on the bill which were business calls