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

<table>
<thead>
<tr>
<th>$ Amount or %</th>
<th>Fund</th>
<th>Org</th>
<th>Program</th>
<th>Description of funds if CFOP unknown</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
9) Please complete the following information or attach an itinerary

<table>
<thead>
<tr>
<th>Date</th>
<th>From</th>
<th>Time of Departure</th>
<th>To</th>
<th>Time of Arrival</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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

Updated 8/2022