TRAVEL REQUEST
Division of Natural Sciences & Mathematics

Date: _________

Name: _________________________________ Warrior ID #: ____________________ Phone Ext.: _______

Purpose of Travel (Name of meeting/event): ______________________________________________________

Travel Destination: __________________________________________________________________________

Travel Dates - Departure date and approximate time: _______________________________________________

   Return date and approximate time: ____________________________________________________________

Out of State Justification: ____________________________________________________________________

Student(s)/other travelers: __________________________________________________________________

Complete a Student Travel Approval form for travel other than class field trips.

Advance Requested: Yes      No           Additional Checks Requested: Yes      No
   (i.e. advanced payment for registration)

Estimated Expenses:

Airfare: _____________________ Do you need assistance making your reservation?       Yes       No
   Save itinerary, make copy and give original to Karen.

Lodging: ____________________ Ask for tax-exempt, government rate.
   Save check-out receipt and give to Karen upon return.

Per Diem: ___________________ Karen will calculate, no receipts necessary.
Are any meals included in your registration? If so, which ones?____________________________________

Mileage: ____________________ Do you need a car reserved?       Yes       No
   If you are driving your own car, license plate number: ________________

Rental/Taxi: _________________ Save taxi/shuttle receipts and give to Karen upon return.

Registration: _________________ Please provide Karen with a copy of your registration form/receipt.

Other: ______________________

Minimum amount of funding that would allow travel: ________________

Office use only:

Travel Funding:     Approved _____   Rejected _____

Amount of funding approved: __________________________

Signature: ________________________________________ Date: __________________

Division Chair

03/18/14 kcs