

Travel Request Information Form

Form must be submitted to Division Chair three (3) weeks in advance of anticipated travel date. If an exception is needed, discuss with Division Chair prior to filling out and submitting this form.

Name of Traveler: _____ Today's Date: _____

Warrior ID #: _____ Departure Date: _____ Return Date: _____

Destination(s): _____

Purpose of Travel: _____

Justification of Travel: _____

Is your destination currently a COVID hotspot? YES NO

Type of Travel: Vicinity (destinations within 20 miles of campus, up to 3-month mileage log)
Monthly (destination greater than 20 miles from campus, 1-month mileage log)
Other (in-state, adjoining states, out-of-state, international): _____

Flying? Airline Preference: _____
Preferred flight departure time: _____ return time: _____

Driving? **Using personal car?** YES NO Estimated mileage: _____
License plate number: _____ State: _____

(NOTE: Mileage will be reimbursed at \$0.655/mile. If cost of a rental vehicle and estimated gas expense is less than use of a personal vehicle, you will be reimbursed at the rental rate.)

Using rental car? YES - Pick-up location: _____ NO
Estimated mileage: _____

(NOTE: If making own reservations, Enterprise Rent-A-Car and Hertz are current state contract vendors and should be used in that order. If neither has an appropriate car available, can go off contract.)

Lodging needed? YES - Preferred hotel: _____ Dates: _____
NO

Other expenses?
Taxi/Shuttle: _____ Registration: _____
Per Diem: _____ Other: _____

Is travel being funded by a source other than the Division?
YES - funding provided by: _____ NO

Would you like a travel advance? YES NO

(NOTE: Travel request form must be submitted at least 3 weeks prior to travel for advance eligibility.)

Traveler Signature/Date: _____ Division Chair Signature: _____

Original travel receipts must be submitted to Claudia in the TEAM office as soon as travel has been concluded.

revised 1/6/23 co