**Travel Request Information Sheet Today’s Date:**

**Name:** **Warrior ID:**

**Destination:**

**Departure Date:** **Time:** **Return date:** **Time:**

**Purpose of travel:**

If you are **flying**: Have you prepaid your airfare? **☐YES ☐NO**

If No: Preferred flight departure time: am / pm Preferred flight return time: am/pm

 Baggage fees? **☐YES ☐NO** If yes, cost? ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you are **driving**:

**Personal car:**
*(Mileage reimbursement is $0.58/mile. No receipts accepted. Please note that if the cost of a rental is less expensive than personal vehicle use, you may only be reimbursed the amount of the rental).*

License plate number: State:

**Rental car Needed? ☐YES ☐NO**

Pick up Location:
 Pick-up time: Drop off time:

**Lodging:** \*Needed? **☐YES ☐NO**

 **If yes, Hotel Name:** **Check in Date:**

 **Check out Date:**

**Other Expenses:**

Registration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Early Bird Deadline: ­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Per diem: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parking/Taxi/Shuttle: \_\_\_\_\_\_\_\_

Other (explain): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is travel being funded by a source other than the Division?

**☐YES**; Funded by:

(please attach application and acceptance letter)

**☐NO**, I am requesting to be funded by the Division.

**Do you want a travel advance?**  **☐YES ☐NO**

If you will miss classes for this trip, what arrangements have you made to cover?

**Division Chair Signature/Approval**

*\*\*\*All Original Travel receipts need to be submitted to Dana as soon as travel has concluded.*

Revised September 2019