**Travel Request Information Sheet**

**Today’s Date:**

**Name:**       **Date of Birth:**

**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 Return time:        AM  PM

If you are **driving**:

**Personal Car:**

*(Mileage reimbursement is $0.555/mile. No receipts accepted. Please note that if the cost of a rental vehicle is less expensive than personal vehicle use, you’ll only be reimbursed the amount of the rental).*

License plate number:       State:

**Rental Car Needed?** YESNO

(*Enterprise Rent-A-Car is the current state contract vendor*)

Pick up Location:

Pick-up time:       Drop off time:

**Lodging:** \*Needed?YESNO

**If yes:**

Hotel Name:       Check in Date:       Check out Date:

**Other Expenses:**

Taxi/Shuttle:       Registration:       Per Diem:       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 Jordan as soon as travel has concluded.*

Revised 03-2017