

**Social Sciences Division
WORK TRAVEL REQUEST**

Date: _____

Name: _____ Warrior ID #: _____

Travel Destination: _____

Name of Meeting/Event: _____

Travel Dates: Departure Date and approximate Time: _____

Return Date and approximate Time: _____

Justification for Travel: _____

Advance Requested: Yes No Additional Checks Requested: Yes No
(i.e. reimbursement for Airfare, registration)

Is this in part funded by grant? Yes No *(If Yes, attach copy of award letter)*

Estimated Expenses:

Airfare: _____ Name as it is on Driver's License: _____

_____ Do you need assistance making your reservation? Yes No

(Attach original Itinerary to this form) (Using P-Card: Yes No)

Date of Birth: _____

Lodging: _____ Ask for Government rate/non-taxable (Using P-Card: Yes No)

(Save Original Lodging Receipt: give to Administrative Assistant upon Return)

Per Diem: _____

Mileage: _____ Do you need a car reserved? Yes No

License Plate #: if you are driving your own car: _____

Taxi/Rental: _____ *(Save receipts and give to Administrative Assistant upon Return)*

Registration: _____ Please provide a copy of the registration form
& other info. (e.g., poster acceptance) (Using P-Card: Yes No)

Other: _____

(Save Your Receipts and Remember to turn them in to Administrative Assistant)

Travel Funding: Approved _____ Rejected _____

Account Number: _____ Amount: _____

Account Number: _____ Amount: _____

Amount of Allowable approved funding: _____ SW Director Signature: _____

Signature: _____ Date: _____

Faculty

Signature: _____ Date: _____

Division Chair