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.

a personal vehicle, you will be reimbursed at the rental rate.)	Name of Traveler: Today's Date:						
Purpose of Travel: Type of Travel: Vicinity (destination within 20 miles of campus, up to 3-month mileage log) Monthly (destination greater than 20 miles from campus) Other Out of state Justification Warrior ID #: Departure Date: Preferred flight departure time: Preferred flight departure time: Preferred flight departure time: Preferred flight departure time: State: (NOTE: Mileage will be reimbursed at \$0.565/mile. If cost of a rental vehicle and estimated gas expense is less that a personal vehicle, you will be reimbursed at the rental rate.) Rental car? YES - Pick up location: (NOTE: If making own reservations, Enterprise Rent-A-Car and Hertz are current state contract vendors and show used in that order. If neither has an appropriate car available, can go off contract.) Will lodging be needed? YES NO If yes, Hotel name preference: Other expenses? Taxi/Shuttle: Registration: Per Diem: Other: Funding: Is travel being funded by a source other than the Division? YES NO If yes, funding provided by:	Destination(s):						
Vicinity (destination within 20 miles of campus, up to 3-month mileage log) Monthly (destination greater than 20 miles from campus) Out of state Justification	Is your destination cu	rrently a COVID hotsp	ot? YES	NO			
Monthly (destination greater than 20 miles from campus) Monthly (destination greater than 20 miles from campus) Out of state Justification	Purpose of Travel:						
Out of state Justification Warrior ID #: Departure Date: Return Date:	Type of Travel:						
Warrior ID #: Departure Date: Return Date: If you are flying: Airline Preference: Preferred flight departure time: return time:							
If you are flying: Airline Preference:		Justification	n				
Preferred flight departure time: return time: return time: flyou are driving: Personal car? YES NO License plate number: State: (NOTE: Mileage will be reimbursed at \$0.565/mile. If cost of a rental vehicle and estimated gas expense is less that a personal vehicle, you will be reimbursed at the rental rate.) Rental car? YES - Pick up location: (NOTE: If making own reservations, Enterprise Rent-A-Car and Hertz are current state contract vendors and show used in that order. If neither has an appropriate car available, can go off contract.) Will lodging be needed? YES NO If yes, Hotel name preference: Other expenses? Taxi/Shuttle: Registration: Other: Other: Other: NO If yes, funding: Is travel being funded by a source other than the Division? YES NO	Warrior ID #:	Depa	rture Date:	Return Date:			
License plate number: State: (NOTE: Mileage will be reimbursed at \$0.565/mile. If cost of a rental vehicle and estimated gas expense is less that a personal vehicle, you will be reimbursed at the rental rate.) Rental car? YES - Pick up location: (NOTE: If making own reservations, Enterprise Rent-A-Car and Hertz are current state contract vendors and show used in that order. If neither has an appropriate car available, can go off contract.) Will lodging be needed? YES NO If yes, Hotel name preference: Other expenses? Taxi/Shuttle: Registration: Per Diem: Other: Funding: Is travel being funded by a source other than the Division? YES NO If yes, funding provided by:	If you are flying:	Airline Preference:				_	
License plate number:		Preferred flight dep	parture time:	returr	n time:	_	
(NOTE: Mileage will be reimbursed at \$0.565/mile. If cost of a rental vehicle and estimated gas expense is less that a personal vehicle, you will be reimbursed at the rental rate.) Rental car? YES - Pick up location: (NOTE: If making own reservations, Enterprise Rent-A-Car and Hertz are current state contract vendors and show used in that order. If neither has an appropriate car available, can go off contract.) Will lodging be needed? YES NO If yes, Hotel name preference: Other expenses? Taxi/Shuttle: Registration: Other: Per Diem: Other: Other: Funding: Is travel being funded by a source other than the Division? YES NO If yes, funding provided by:	If you are driving:	Personal car?	YES	NO			
(NOTE: Mileage will be reimbursed at \$0.565/mile. If cost of a rental vehicle and estimated gas expense is less that a personal vehicle, you will be reimbursed at the rental rate.) Rental car? YES - Pick up location: (NOTE: If making own reservations, Enterprise Rent-A-Car and Hertz are current state contract vendors and show used in that order. If neither has an appropriate car available, can go off contract.) Will lodging be needed? YES NO If yes, Hotel name preference: Other expenses? Taxi/Shuttle: Registration: Other: Per Diem: Other: Other: Funding: Is travel being funded by a source other than the Division? YES NO If yes, funding provided by:		License plate n	iumber:	State:			
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Other expenses? Taxi/Shuttle: Registration: Other: Per Diem: Other: Funding: Is travel being funded by a source other than the Division? YES NO If yes, funding provided by:		•				dors and should be	
Other expenses? Taxi/Shuttle: Registration: Per Diem: Other: Funding: Is travel being funded by a source other than the Division? YES NO If yes, funding provided by:	Will lodging be needed?		YES	NO			
Taxi/Shuttle: Registration: Per Diem: Other: Funding: Is travel being funded by a source other than the Division? YES NO If yes, funding provided by:		If yes, I	Hotel name prefe	rence:			
Per Diem: Other: Funding: Is travel being funded by a source other than the Division? YES NO If yes, funding provided by:	Other expenses?						
Funding: Is travel being funded by a source other than the Division? YES NO If yes, funding provided by:	Taxi/Shuttle:			Registration:			
If yes, funding provided by:	Per Diem:	Other:					
	Funding: Is tra-	vel being funded by a	source other tha	n the Division?	YES	NO	
Do you want a travel advance? YES NO	If yes, funding provid	led by:					
	Do you want a trave	el advance?	YES	NO			
(NOTE: Travel request form must be submitted at least 3 weeks prior to travel for advance eligibility.)	(NOTE: Travel requ	est form must be su	bmitted at leas	t 3 weeks prior to	o travel for advance	e eligibility.)	
Traveler Signature/Date Division Chair Signature/Date	Traveler Signature/Da	ate	Divi	sion Chair Signatu	re/Date		