**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:

Destination(s): Is your destination currently a COVID hotspot?  YES  NO

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: Return Date:

**If you are flying:** Airline Preference:

Preferred flight departure time: return time:

# If you 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 than use of a personal vehicle, you will be reimbursed at the rental rate.)*

**Rental car?** YES - Pick up location: NO

*(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.)*

# 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:

**Do you want 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/Date

***Original travel receipts must be submitted to Connie as soon as travel has been concluded.***

*revised 8/23/2021*