

PLMSS Travel Request Information Form

Traveler initiates travel pre-approval form found on the Academic Affairs website (travelers that are presenting or serving in an official capacity, e.g., as board members, can skip this first step). Once pre-approved, complete this form and submit it to Rachel and Liz three weeks in advance of anticipated travel date for PLMSS Travel Committee approval. If an exception is needed, discuss with Rachel prior to filling out and submitting this form.

Name of Traveler: _____ **Today's Date:** _____

Destination(s): _____

Purpose of Travel: _____

Warrior ID#: _____ **Departure Date:** _____ **Return Date:** _____

If you are flying: Airline preference and rate estimate: _____

Preferred departure time: _____ Return time: _____

If you are driving personal car: License Plate number: _____ State: _____

If you are renting a car: Contact Con for Enterprise information.

If lodging is needed: Hotel name preference, address and rate: _____

Other expenses:

Taxi/Shuttle: _____

Registration: _____

Per Diem: _____

Other: _____

(Submit all receipts for when claimed Per Diem is over \$74)

If travel is being funded by another source than the division, list cost center(s) or sources:

If traveling with students: Student completes travel waiver found on the Risk Management website. See Travel Workflow for more details.

Revised: 10/23/25 Con