

PLMSS Travel Request Information Form

Traveler initiates travel pre-approval form found on the Academic Affairs website. Skip this step if: this is a required class field trip, or traveler is presenting or serving in an official capacity, e.g., as a board member. 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:** _____

Flying: Rate: _____ Departing From: _____ Preferred Airline: _____

Estimated Departure Time: _____ Estimated Return Time: _____

Personal Car (if driving): License Plate number: _____ State: _____

Cash Advance: Yes No **Car Rental:** Use Enterprise. Contact Con.

Lodging: Rate: _____ Preferred Hotel and Address: _____

Other expenses:

Taxi/Shuttle: _____ Registration: _____

Per Diem: _____ Other: _____

(Submit all receipts for when claimed per diem is over \$74, **check www.gsa.gov for out of state per diem rates**)

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

If traveling with students: Student completes travel waiver found on the Risk Management website. Waiver needs to be submitted to Risk and Safety. See Travel Workflow for more details.

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