

PLMSS Travel Request Form

Traveler initiates travel pre-approval form found on the Academic Affairs website. Skip this step if this is a required class field trip, dual enrollment travel or considered daily duties. 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

Note: 75% of cash advance must be minimum \$250. Check www.gsa.gov for out of state per diem rates.

Car Rental (if renting): Use Enterprise. Contact Con.

Lodging: Rate: _____ Preferred Hotel and Address: _____

Other expenses:

Taxi/Shuttle: _____ Registration: _____

Per Diem: _____ Other: _____

Note: Submit all meal receipts when claimed per diem exceeds \$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. List class name/section or students' names below: