

# REQUEST FOR TRAVEL REQUISITION

Traveler: \_\_\_\_\_

Travel Dates: \_\_\_\_\_ to \_\_\_\_\_

Destination: \_\_\_\_\_

Transportation:

Air     Personal Car     University Vehicle     Guest in Car     Other

Event Dates: \_\_\_\_\_ to \_\_\_\_\_

Trip Purpose: \_\_\_\_\_

- Conference Convention       Presenting  
 Education/Training           Attending  
 Official Business

Mileage: \_\_\_\_\_

Air Fare:

Personal: \$ \_\_\_\_\_      Tcard: \$ \_\_\_\_\_

Lodging Rate: \$ \_\_\_\_\_

Registration:

Personal: \$ \_\_\_\_\_      Tcard: \$ \_\_\_\_\_

Rental Car:

Personal: \$ \_\_\_\_\_      Tcard: \$ \_\_\_\_\_

**UA contract requires using ENTERPRISE or HERTZ**

**Other vendors may be rejected (never add rental insurance per state restrictions)**

Miscellaneous: \$ \_\_\_\_\_

Do you require a Travel Advance? \_\_\_\_\_

Do you qualify for a Graduate School Travel Grant? If so, please attach application to Travel Authorization.

Department Use	
TREQ	_____
Travel Grant	_____
Travel Claim	_____
Final Claim Total	_____

## Faculty/Advisor

Account Number/Name: \_\_\_\_\_

Is the Research Related?    YES    or    NO

Signature of Principal Investigator \_\_\_\_\_