

REQUEST FOR TRAVEL

Department Use

TREQ _____
Travel Grant _____
Travel Claim _____
Final Claim Total _____

Traveler: _____

Travel Dates: _____ to _____

Destination: _____

Transportation:

Air Personal Car Rental Vehicle Guest in Car

Event Dates: _____ to _____

Trip Purpose: _____

Conference Convention Presenting
Education/Training Attending
Official Business

Mileage: _____

Air Fare:

Personal: \$ _____ Tcard: \$ _____

Lodging Nightly Rate: \$ _____

Sharing a room? Roommate's Name if applicable: _____

*Each traveler must pay his/her share of hotel bill

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: \$ _____

Would you like a Travel Advance? _____

Did you apply for a Graduate School Travel Grant? _____



Important Policy Reminders

Lodging: Each Traveler must pay their portion of hotel bill.

Rental Car: UA Contract requires **ENTERPRISE or HERTZ**.

Others may not get reimbursed.

ENTERPRISE: XZ51R10

HERTZ: CDP 301115

Per Diem: Traveler is eligible for up to 75% of the daily allowance for meals on the 1st and last day of travel. Upon return, turn in actual expenses.

The Staff can book airfare, registration, car rental and lodging. Please contact Sandy Sehon, sehon@uark.edu with any questions.

I understand I am traveling on behalf of the University of Arkansas and will adhere to the travel policies.

<https://travel.uark.edu/travel-policy.php>

Student Signature: _____

Account Number/Name: _____

Faculty/Advisor Signature: _____