



**PLEASE PRINT DOUBLE-SIDED**

**Travel Number:**

**STEP 1: Register Travel**

<b>Name:</b> (as it appears on gov't I.D.)	<b>UnID:</b>
<b>Title:</b>	<b>Preferred Email:</b>

<b>Travel Purpose:</b>	Meeting/Conference name:	Departure Date/Time:
Attending Publicized Conference		From: (city, state, airport abbrv.)
Research/ Field Work	Are any meals provided? Yes                  No	Returning Date/Time:
Professional Collaboration		To: (city, state, airport abbrv.)
Professional Development		
Presenter at Conference		
Award Recipient		

**STEP 2: Requested Travel Arrangements**

<b>Please select ALL needed travel reservations:</b> (reservations made by Paige)		
Flight, Airline:	Outbound Flight Number(s):	Inbound Flight Number(s):
Hotel, Chain:	Reservation Dates:	
Rental Car, Chain:	Reservation Dates:	

**Additional Information:** (i.e. multi-city trip details, traveling with a party, specific arrangement/reservation requests, GSTAA funds, ASUU funds, etc.)

**Accounting Distribution**

BU	ORG	Fund (4)	Activity (5)	Project (8)	A/U
01	00058				1

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**STEP 3: Travel Reimbursement**

Do you need an **Early Reimbursement (Cash Advance)**? Fill out breakdown below:

Documentation Provided with Request?	Reimbursable Items	Additional Information	Reimbursable Amount
	Airfare		\$
	Airfare Fees (baggage, seat, etc.)		\$
	Hotel	#Days: @: \$	\$
	Conference Fee		\$
	Travel Insurance (international only)		\$

Do you need a **Final Reimbursement (Expense Report)**? Fill out breakdown below:

Documentation Provided with Request?	Reimbursable Items	Additional Information	Reimbursable Amount
	Meeting/Conference Agenda		
	Airfare		\$
	Airfare Fees (baggage, seat, etc.)		\$
	Hotel	#Days: @: \$	\$
	Conference Fee		\$
	Travel Insurance (international only)		\$
	Personal Auto	#Miles: @: \$	\$
	Car Rental	#Days: @: \$	\$
	Public Transit		\$
	Parking	#Days: @: \$	\$
	Other (charges not listed above)		\$

**Per Diem:** Please provide the meals provided and what days of travel.

Rate:

Total:

Early Reimbursement (Cash Advance)	\$	Requested:	Submitted:
Final Reimbursement (Expense Report)	\$	Requested:	Submitted: