

Travel Request Form

Please turn in this form as soon as possible. No later than 2 week prior to departure date

Travel's Name: _____

Banner ID: _____

Employee Non-Employee Student Volunteer

Mailing Address: _____

Reason for Trip: _____

Travel From: _____ Travel To: _____

Date Leaving _____ Return Date _____

Meeting Dates: _____ (Please attach business agenda)

Personal Dates: _____ (Business-only comparison required)

Birth Date: _____ Gender: _____

Mileage #: _____ Seating Preference: _____

Dept. Travel Card Used	No	Yes
Dept. PCard Used	No	Yes
Other Procurement Used	No	Yes

Notes:

Transportation: Mode of Travel _____ \$ _____ If flying please attach business itinerary or if driving POV please attach a google maps print out of route with miles

Lodging _____ Days at \$ _____ \$ _____ * Name of Lodging _____

Meals _____ Days at \$ _____ \$ _____ (IAC set per diem rate for all In-state travel is \$60.00)

Ground Transport \$ _____ Rental car: Yes No Only allowed to rent up to Standard Size

Registration/Other \$ _____

TOTAL TRAVEL ESTIMATE \$ _____

Fund	Orgn.	Acct.	Amount

TOTAL TRAVEL AMOUNT

Less Travel Card Amount _____

Less Pro Card Amount _____

Less Other Amounts _____

\$ _____ ⇄ **Encumbrance Total** ⇄ \$ _____

All travel is to be submitted 2-3 weeks in advance.

Submission of this document is considered final; travel will be processed in accordance with UA travel regulations.

Any changes to travel that differ from this form must be submitted in writing with a business justification.

Any changes made to travel after final approval of travel authorization are subject to non-reimbursement

Car rental must requested and approved prior to actual travel status.

Travel coordinator use only

TEM (AT) Routing	Y/N	Date
Submitted to traveler		
FW to FO-		
FW to Director/Dean		
FW to OCGA		
Final Approval		

TEM (ER) Routing	Y/N	Date
Submitted to traveler		
FW to Director/Dean		
FW to CRCD-		
FW to Central Travel		