

Travel Request Information Form

Form must be submitted to Division Chair three (3) weeks in advance of anticipated travel date. If an exception is needed, discuss with Division Chair prior to filling out and submitting this form.

Name of Traveler: _____ Today's Date: _____

Destination(s): _____

Is your destination currently a COVID hotspot? YES NO

Purpose of Travel: _____

Type of Travel: Vicinity (destination within 20 miles of campus, up to 3-month mileage log)
 Monthly (destination greater than 20 miles from campus) Other
 Out of state

Justification _____

Warrior ID #: _____ Departure Date: _____ Return Date: _____

If you are flying: Airline Preference: _____

 Preferred flight departure time: _____ return time: _____

If you are driving: **Personal car?** YES NO

 License plate number: _____ State: _____

(NOTE: Mileage will be reimbursed at \$0.565/mile. If cost of a rental vehicle and estimated gas expense is less than use of a personal vehicle, you will be reimbursed at the rental rate.)

Rental car? YES - Pick up location: _____ NO

(NOTE: If making own reservations, Enterprise Rent-A-Car and Hertz are current state contract vendors and should be used in that order. If neither has an appropriate car available, can go off contract.)

Will lodging be needed? YES NO

 If yes, Hotel name preference: _____

Other expenses?

Taxi/Shuttle: _____ Registration: _____

Per Diem: _____ Other: _____

Funding: Is travel being funded by a source other than the Division? YES NO

If yes, funding provided by: _____

Do you want a travel advance? YES NO

(NOTE: Travel request form must be submitted at least 3 weeks prior to travel for advance eligibility.)

Traveler Signature/Date _____ Division Chair Signature/Date _____

Original travel receipts must be submitted to Connie as soon as travel has been concluded.