

TRAVEL REQUEST

Prior approval is required for all travel. Travel request needs to be made at least 2 weeks prior to travel.

STEP 1: INITIATE REQUEST Requestor: _____ Date: _____
 Requestor's E-mail: _____ Phone: _____

Person Traveling: _____ **DOB:** __/__/____
 First MI Last

Person Traveling Banner ID: _____ **E-mail:** _____ **Phone:** _____

Dates/Time of Travel:
From (MM/DD/YY) __/__/__ Time: _____ AM PM **To** (MM/DD/YY) __/__/__ Time: _____ AM PM

Name of the Conference/Event: _____

Destination of Travel/Conference: City _____ State _____

Travel Purpose: Recruitment Professional Development/Training Networking Poster/Presentation

TRAVEL ITEM	AMOUNT (Total for trip)	Need ESS to pre-pay (Yes/No)	Reimbursement Request (Yes/No)
Registration fee	\$		
Airfare	\$		
Shuttle Service	\$		
Hotel + tax (for all nights. # Nights: _____)	\$		
Vehicle Rental (for all days rented: # Days: _____)	\$	NOT ALLOWED (except for rental in Albuquerque)	
Fuel	\$	NOT ALLOWED	Yes
Airport Parking	\$	NOT ALLOWED	Yes
Per Diem - # meals not included in the registration: __ B __ L __ D	\$	NOT ALLOWED	Yes
Mileage: # _____ miles/Odometer readings: Beginning: _____ Ending: _____	\$	NOT ALLOWED	

FOR ESS PRE-PAID EXPENSES: Please provide quotes, hotel credit card authorization form, conference agenda, registration link, etc.

FOR REIMBURSEMENT: Please present all original receipts and bank/credit card statements within (7) Business Days from returning from trip. Otherwise, the University Unrestricted Accounting Office will require additional documentation for late submittal.

Business Purpose: _____

STEP 2: SUBMIT THIS FORM TO DOUG WILLIAMS FOR THE RESPECTIVE APPROVAL(S)

FOR INTERNAL ACCOUNTING USE ONLY:

The travel is: Disapproved: ___ No Funds Available ___ Not a budgeted item

Approved in the amount of: \$ _____ (Index # _____ Account Code # _____)
 \$ _____ (Index # _____ Account Code # _____)

Accounting Office Approval: _____ Date: _____

Grant/Contract Responsible Person: _____ Date: _____