

## TRAVEL REQUEST INFORMATION

Complete all fields

NAME: \_\_\_\_\_

Trip to – City, State: \_\_\_\_\_

Is this trip international? **Yes or No** | **Guest: First-** \_\_\_\_\_ **Last-** \_\_\_\_\_

[If yes, list all the guests traveling with you & submit T-4 Form for you & each guest]

### TRAVEL INFORMATION:

What airport are you flying out of? \_\_\_\_\_

**Date** and **time** you are leaving: \_\_\_\_\_ | \_\_\_\_\_

**Date** and **time** you are returning: \_\_\_\_\_ | \_\_\_\_\_

Class(es) (provide MKT#) and date(s) you are missing: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Conference Days: \_\_\_\_\_

Personal Days: \_\_\_\_\_

### **COST OF TRIP (APPROX.)** please enter dollar amount for each:

Airfare \$ \_\_\_\_\_, Meals \$ \_\_\_\_\_, Lodging \$ \_\_\_\_\_,

Registration \$ \_\_\_\_\_, Parking \$ \_\_\_\_\_, Rental car \$ \_\_\_\_\_

Taxi/Shuttles \$ \_\_\_\_\_, Mileage \$ \_\_\_\_\_, Other \$ \_\_\_\_\_

**Total Cost of Trip \$**

**What account are funds coming from:** (department, grants, other): \_\_\_\_\_

### **PURPOSE OF TRIP:**

**CONFERENCE NAME:** (no abbrev.)

\_\_\_\_\_  
Please include the link and indicate if you are presenting. Give details about the number of presentations with titles & information, research, and how it fits with your faculty activity plan.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

-continue on back if needed...

**What arrangements have you made for your class(es):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_