

Travel Request Form

Name

Purpose (no abbreviations or acronyms)

Dates of travel

Depart Return

Actual Conference Dates

Start End

Destination

Means of Travel

If Flying, means of travel to Indy airport

Account Number

Sub

Additional account
numbers if applicable

Account Number

Sub

Account Number

Sub

Personal Time ☐ Yes ☐ No

Start

End

Note: Personal time can not be taken at the beginning **and** end of travel and be submitted for reimbursement. Beginning **or** end is acceptable.

Notes

Research Advisor Authorization

If you agree to support the travel of this individual please indicate the accommodations you intend to allow.

☐ All travel accommodations are acceptable

- Or only these items

☐ Flight

☐ Hotel

☐ Registration

☐ Ground Transportation

☐ Per Diem

Other

If personal car has been used, will the claim be for: ☐ Milage or ☐ Fuel receipts only

If per diem is requested, then ☐ Full per diem daily rate, or ☐ a rate of \$ /day.

Per diem rates vary by location. Please refer to Travel Management web site for per diem rates. (<https://www.chem.indiana.edu/internal-tools/travel/>)

Advisors Signature
