**DEPARTMENTAL TRAVEL REQUEST**

**Please remember a Travel Request MUST be fully approved in Concur BEFORE making any purchases.**

* **Traveler Name:** Click or tap here to enter text.
* **Conference Name:** Click or tap here to enter text.
* **Conference Date:** Click or tap here to enter text.

**Travel Type:** [ ]  In State [ ]  Out of State [ ]  Foreign [ ]  Non-Travel

* **Travel Location**: Click or tap here to enter text.
	+ If travel type is foreign, please provide International Travel Attestation Form.
* **Purpose of Travel:** Click or tap here to enter text.
* **Research Related:** [ ]  Yes / [ ]  No
* **Travel Start Date:** Click or tap here to enter text.
* **Travel End Date:** Click or tap here to enter text.
* **Does this trip contain personal travel?:** [ ]  Yes / [ ]  No
* **Dates of Personal Travel:** Click or tap here to enter text.
	+ You **MUST** provide a comparison flight for the business travel dates.
* **Is a “No Cost to the University” trip:** [ ]  Yes / [ ]  No

**Funding Source and Reimbursement Limit:**

You MUST provide all offer letters for the purpose of verifying funding sources (**ONLY** for WKI, Provost, COGS & Dean’s Travel).

[ ]  **MLL/Departmental** [ ]  **Start-Up Funding Source**

* **Amount Covered:** Click or tap here to enter text.
* **Accounting Fund Codes:** Click or tap here to enter text.

[ ]  **Winthrop King Institute**

* **Amount Covered:** Click or tap here to enter text.
* **Accounting Fund Codes:** Click or tap here to enter text.

[ ]  **Provost Travel Award**

* **Amount Covered:** Click or tap here to enter text.
* **Accounting Fund Codes:** Click or tap here to enter text.

[ ]  **COGS (Congress of Graduate Students)**

* **Amount Covered:** Click or tap here to enter text.
* **Accounting Fund Codes:** Click or tap here to enter text.

[ ]  **CoAS Dean’s Travel Award (MUST submit a letter of appreciation-email letter to Melissa Ray)**

* **Amount Covered:** Click or tap here to enter text.
* **Accounting Fund Codes:** Click or tap here to enter text.

**Total Anticipated Expense Amount:** Please provide itemized receipts with proof of payment for all expenses.

Please note that all airfare must be purchased through Concur.

* **Airfare:** Click or tap here to enter text.
* Comparison information (flight, mileage, etc.) must be obtained **prior** to trip departure. A comparison of airfare tickets must be **obtained at time of ticket purchase**, showing cost of airfare traveler would have taken **had personal travel not been involved**. Comparisons **must** be submitted with the travel request **and** the expense report, along with the actual ticket that was purchased.

Conference agenda or an at-glance agenda is required for all conferences.

* **Registration Fee:** Click or tap here to enter text.

Nightly room rates in excess of $225 (not includes any sales tax) require a justification.

* **Lodging:** Click or tap here to enter text.
* **Other:** Click or tap here to enter text.