

Biological Sciences Pre-Travel Request

Person Travelling: _____ Destination: _____
(eg. City, State, Country)

Date(s) of Travel: _____
(eg. ####/####-#/###/####)

Account #(s): _____ Estimated total cost of trip: _____

I will seek reimbursement for the following (check all that apply):

Mode of travel will be:

I have registered and have a current account with online state travel agency (Short's):

PI on Account if using grant funds: _____

Please list any additional travelers in box below, along with title (eg. Grad. Student, UG Student):

Name:	Title:	Name:	Title:

Reason for attendance:

(This MUST be very specific. If you are presenting a paper, poster, power point, etc., list the title)

Attached conference itinerary:

Completed the Absence from Campus Memorandum:

Approved by Grant PI (if applicable): _____ Date: _____

Approved by Biological Sciences Director: _____ Date: _____

Approved/ordered by Admin. Coordinator.: _____ Date: _____

Purchase Requisition/confirmation number assigned: _____

**Do not abbreviate anything on this form. The name of meeting association, titles, etc., must be spelled out. This authorization MUST be completed PRIOR to any travel. If it is not, REIMBURSEMENT will NOT be granted. Please attach all necessary receipts upon return, including, meals (excluding alcohol), parking, tolls, and lodging. Map quest must be attached or odometer reading beginning and ending.*