TRAVEL APPLICATION

Name: _____

Departure Date: _____ Preferred Arrival Time at Destination: _____

Return Date: _____ Preferred Departure Time From Destination: _____

Desination City, State: _____ If Foreign Travel, what country? _____

Account Numbers:

Grant Money: ☐ Yes ☐ No

Airfare Advance: ☐ Yes ☐ No

Are you claiming personal mileage?

☐ Yes ☐ No

If Yes:

☐ 1 round trip ☐ 2 round trips

Are you taking vacation on this trip?

☐ Yes ☐ No

Dates of Vacation:

Planned Trip Expenses:

☐ Airfare ☐ Gas ☐ Hotel

☐ Rental Car ☐ Taxi ☐ Parking

☐ Meals ☐ Internet ☐ Registration

☐ Personal Auto Mileage

☐ Checked Baggage, # of Bags

Other:

Hotel Reservations: ☐ Yes ☐ No

Check-In Date: Check-Out Date:

Advance Registration:

☐ P-Card ☐ Credit Card

Car Rental:

☐ Yes ☐ No

Preferred:

☐ Avis ☐ Enterprise

Purpose of Trip:

☐ Travel between campuses ☐ Attend Conference

☐ Continuing Education ☐ Present Paper

☐ Other

Who will be teaching your class?

Course	Day	Time	Who

Travel Explanation: (Please do not use acronyms)