Travel Application Worksheet

Name: _____

Destination:_____

Date & Time (approximate) of Departure: _____

Date and Time (approximate) of Return: _____

Mode of Travel (air, personal/rental/state vehicle, etc.): _____

Purpose of Trip: _____

_____

_____
Purpose of Trip: Write down what you will be attending (annual ASAS meeting, etc.); if presenting a paper/poster (write down the title); serving on a committee (name the committee); performing research (name the research).

Estimated or Actual Expenses:

Airfare	$_____
Lodging	$_____ /night for _____ nights
Meals	$_____ /day for _____ days
Rental Car	$_____

Account # and account name to use for this trip: _____

_____

Will you need a cash advance? __Yes_____ No___
(NOTE: If you have the corporate travel card, you are not eligible for a cash advance)