



Traveler Name:

Traveler R#:

TRAVEL DETAILS:

Start Date:

End Date:

Originating Locale

City

State

Country

Destination:

City

State

Country

Purpose:

Attend Conference

Continuing Education

Other

Present Paper

FOP: (expenses allocated too:

Supervisor Name:

Travel Explanation / Comments:

Estimated Expenses: *Number*

Commerical Air

Meals (days)

Lodging (nights)

Rental Car (days)

Personal Mileage (miles)

Taxi, Shuttle

Parking

Other (Fuel)

Expense Total:

Advance?

Yes

No

NOTES: Office USE

Travel requesting a BTA/Advance must be submitted at least 10 working days prior to travel