

# HRSM TRAVEL REQUEST WORKSHEET

Please submit this form two weeks prior to trip to ensure travel is approved prior to travel date.

Name	<input type="text"/>	VIP ID	<input type="text"/>
Destination Cities	<input type="text"/>		
Depart Date	<input type="text"/>	Return Date	<input type="text"/>
Purpose of Travel: State the specific reason for travel and include the benefit to the College. Attach invitation if presenting or speaking.			
<input type="checkbox"/> Presenting Paper	<input type="checkbox"/> Invited Speaker	<input type="checkbox"/> Professional Development	<input type="checkbox"/> Grant <input type="text"/>
Other	<input type="text"/>		
Name of Conference	<input type="text"/>	Conference Start/End Date	<input type="text"/>

METHOD OF TRANSPORTATION (If travel is <500 miles then by car/state vehicle and if travel is >500 miles then by air carrier. If you choose to travel by car over 500 miles attach air quote for car mileage justification with this worksheet.)

AIRFARE	<input type="text"/>	RENTAL CAR	<input type="text"/>	<input type="checkbox"/> STATE VEHICLE
PERSONAL VEHICLE MILEAGE	<input type="text"/>	(miles x current amount/mile) =	<input type="text"/>	
HOTEL (Please ask for state government rate, if available)	<input type="text"/>			
PER DIEM NOT PROVIDED BY HOST/CONFERENCE	<input type="text"/>			
REGISTRATION FEE	<input type="text"/>	BAGGAGE FEE	<input type="text"/>	
LOCAL TRANSPORTATION	<input type="text"/>	PARKING	<input type="text"/>	
INTERNET	<input type="text"/>	OTHER	<input type="text"/>	
EXPENSES TO BE PAID BY HOST	<input type="text"/>			

ACCOUNT(S)	<input type="text"/>	EST. TRIP TOTAL	<input type="text"/>						
Allocation	<input type="text"/>	Spent	<input type="text"/>	Balance	<input type="text"/>	Other*	<input type="text"/>	Balance + Other - Est. Trip	<input type="text"/>

\*Additional funds provided through Grant, Director, Chair, and/or Dean, in writing.

Submitted by:	<input type="text"/>	Date	<input type="text"/>
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Supervisor \_\_\_\_\_ Date \_\_\_\_\_ Budget Office \_\_\_\_\_ Date \_\_\_\_\_

**Submit this form to your Proxy for approval and processing prior to travel.**