

TRAVEL REQUEST FORM - EARTH & ENVIRONMENTAL SCIENCES

Travel Authorization # _____

**Travel authorization forms should be submitted at least 2 weeks prior to travel.
Receipts will be required for all expenses over \$5.00**

Name _____

Date _____

Work Telephone # _____

PURPOSE

Name of the conference/event you are attending _____

Type: Scientific meeting _____

Departmental business _____

Grant/contract _____

Workshop/Continuing Education _____

Other (explain) _____

Are you presenting a paper? _____ Location of conference/event(city,state)_____

ACCOUNT

Account #: _____ and/or DESCRIPTION: _____

DATES OF TRAVEL

Departure _____
mo/day/yr

Return _____
mo/day/yr

I. TRANSPORTATION

Air fare: Airline _____

Estimated Round Trip Cost

\$

(NOTE: You will need a ticket receipt for the travel expense report.)

Automobile: Estimated total miles (round trip) _____
mile

Estimated Cost @

per

\$

(For auto trips over 700 miles, need airfare est., the lower amount will be paid.)

Total Estimated Transportation Cost

\$

II. HOTEL

Make reservations directly.

Hotel name _____ Is the conference at the hotel? _____

Room rate per night _____ x number of nights _____

Will hotel costs be shared? Names: _____

(NOTE: Need hotel receipt. Hotels will bill occupants separately if sharing a room.)

Estimated Hotel Cost

\$

II. (cont) MEALS

If any meals are served on flight, do not include them below for reimbursement. (NOTE: Receipts are not needed. Amounts are based on travel days and times in section I.)

Per Diem			Per Diem		
<i>Low Cost Areas</i>	Number of Meals	Cost	<i>High Cost Areas</i>	Number of Meals	Cost
B			B		
L			L		
D			D		

High Cost Areas

- | | | | | |
|-------------------|------------------|-------------------|--------------------|-------------------|
| Atlanta, GA | Dallas, TX | Nashville, TN | Tampa, FL | San Diego, CA |
| Atlantic City, NJ | Detroit, MI | New Orleans, LA | Philadelphia, PA | San Francisco, CA |
| Baltimore, MD | Houston, TX | New York City, NY | Pittsburgh, PA | Seattle, WA |
| Boston, MA | Indianapolis, IN | Newark, NJ | Phoenix, AZ | St. Louis, MO |
| Chicago, IL | Las Vegas, NV | Newport, RI | Providence, RI | Washington, DC |
| Denver, CO | Los Angeles, CA | Orlando, FL | Salt Lake City, UT | |
- All destinations outside the continental US

Estimated Meal Cost

Estimated Total Lodging And Meals

III. FEES AND TRANSPORTATION RELATED EXPENSES

Registration fee for the conference \$_____

(NOTE: Registration fees are often reduced for pre-registration.)

Airport Transportation (airport shuttle, etc.) Estimated Cost:

Baggage Fees Estimated Cost:

Rental Car _____ Estimated Cost
 (Note: Insurance policy differs by company; please check policy.)

Justification for rental car: _____

Estimated Total Related Expenses

Estimated Total Cost Of Trip

Transfer Required? _____ Date of Transfer: _____ By: _____

Approved _____
 Department Chair _____ Date _____