

Travel Arrangements for Business Purposes: who, why, where, when, how much & what else?

Traveler Name:

Traveler Address: (to receive a check; direct deposit can't be guaranteed)

On campus:

Off-campus:

Trip purpose:

Benefit to project (if on sponsored funds):

Titles of papers or topics presented or discussed (optional/if applicable):

Destination:

Travel Dates:

PI/Faculty approved: Yes No N/A

Estimated costs for lodging, transportation, registration, meals and other: \$

Cost Object (if known, leave blank otherwise):

Funding account notes:

E.g.: Professor X will fund trip from their IBM project account

E.g.: Professor Y is paying for this trip from their XYZ discretionary account

E.g.: I have applied for a \$500 travel grant from the conference and Prof Z will cover the rest with XXX funds