

## Travel Request Form

Name

Purpose (no abbreviations or acronyms)

Dates of travel

Depart  Return

Actual Conference Dates

Start  End

Destination

Means of Travel

If Flying, means of travel to Indy airport

Account Number

Sub

Additional account numbers if applicable

Account Number

Sub

Account Number

Sub

Personal Time  Yes  No

Start

End

**Note:** Personal time can not be taken at the beginning **and** end of travel and be submitted for reimbursement. Beginning **or** end is acceptable.

Notes

### Research Advisor Authorization

If you agree to support the travel of this individual please indicate the accommodations you intend to allow.

All travel accommodations are acceptable

- Or only these items

Flight

Hotel

Registration

Ground Transportation

Per Diem

Other

If personal car has been used, will the claim be for:  Milage or  Fuel receipts only

If per diem is requested, then  Full per diem daily rate, or  a rate of \$  /day.

Per diem rates vary by location. Please refer to Travel Management web site for per diem rates. ([www.indiana.edu/~travel/traveling/traveling.shtml](http://www.indiana.edu/~travel/traveling/traveling.shtml))

Advisors Signature \_\_\_\_\_