**Electrical & Computer Engineering Internal**

**Travel Request Form:**

Please thoroughly complete this form, sign, and submit at least TWO WEEKS prior to departure.

Reason For Late Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: PUID #:

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Departure: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Return: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Leaving at (time): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Returning at (time):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Travel From: \_ West Lafayette, Indiana\_\_\_\_\_\_\_ Travel To: \_\_\_\_

Is any portion of this travel personal? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, is personal travel in same city as business? \_\_\_\_\_ YES \_\_\_\_\_ NO

Purpose of travel (Give specific duties here and spell out abbreviations): \_\_\_\_\_

Date & Time Official Business Starts: \_\_\_\_\_\_\_\_ Ends: \_\_\_\_\_\_\_\_\_\_\_\_

List all persons accompanying you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Estimated Expenses (List dollar amount):**

Plane Fare: \_\_\_\_\_\_\_\_\_\_ Train: \_\_\_\_\_\_\_\_\_\_\_\_\_ Bus: \_\_\_\_\_\_\_\_\_\_\_ Taxi: \_\_\_\_\_\_\_\_\_\_\_\_\_

University Vehicle: \_\_\_\_\_\_\_ Personal Vehicle: \_\_\_\_\_\_ Rental Car: \_\_\_\_\_\_\_\_\_\_ Limo: \_\_\_\_\_\_\_\_\_\_

(# of miles) (# of miles)

Registration: \_\_\_\_\_\_\_\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_ Subsistence: \_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_\_ # of days

Lodging: \_\_\_\_\_\_\_\_\_ # of nights \_\_\_\_\_\_\_\_\_\_ $ per night

Expenses paid from: Fund \_\_\_\_\_\_\_\_ Cost Center \_\_\_\_\_\_\_\_ Order \_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Major Professor for RA/TA)