



Travel Request Information Form

(Send to travel@rt.bi.vt.edu)

Traveler's Name

Destination

Purpose of Trip

Conference Name & Attendance Dates (attach agenda)

Reg. Fee

BI/VT Fund Number

External Funding Source (attach Sponsor Travel Form)

Transportation

Flight

Depart Date

Depart Time

Return Date

Return Time

Seat Preference

Fleet Service

Pick up Date

Time

Return Date

Return Time

Personal Car

Transportation at Destination: Rental Car Taxi

Any other BI travelers on this trip?

If yes, name of other travelers

Yes No

Does trip include personal days?

If yes, which days?

Yes No

Attach the following, if applicable:

Conference cover page Conference Agenda Conference Registration Information
 Sponsor Travel Reimbursement Form Supervisor's email approval

Comments:



Lori Conerly <lorig17@vt.edu>

Travel Authorization Approval for Claire Kelling

2 messages

Lori Conerly <lorig17@vt.edu>
To: Sallie Keller <sallie41@vt.edu>

Mon, Jul 24, 2017 at 11:34 AM

Sallie,

The following email is to document your Travel Authorization Approval.

Traveler: Claire Kelling

Location: 5606 Roachester Osceola Rd. Morrow, OH 45152

Purpose of Visit: Arrival and Departure for SDAL summer program

Dates of Travel: May 20, 2017 and July 28, 2017

Accommodation: None

Travel: No

Rental Car: No

Fund: 234488

Do you approve?

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Regards,
Lori

Lori Conerly
Administrative Support Specialist
Social and Decision Analytics Lab (SDAL)
Biocomplexity Institute of Virginia Tech

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lorig17@vt.edu
[571-858-3132](tel:571-858-3132)

Sallie Keller <sallie41@vt.edu>
To: Lori Conerly <lorig17@vt.edu>

Mon, Jul 24, 2017 at 11:50 AM

I approve

Sallie Keller
Director & Professor of Statistics
Social and Decision Analytics Lab