



VirginiaTech®

Biocomplexity Institute

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?

☐ Yes

☐ No

If yes, name of other travelers

Does trip include personal days?

☐ Yes

☐ No

If yes, which days?

Attach the following, if applicable:

☐ Conference cover page

☐ Conference Agenda

☐ Conference Registration Information

☐ Sponsor Travel Reimbursement Form

☐ Supervisor's email approval

Comments:



Lori Conerly <loric17@vt.edu>

Travel Authorization Approval for Claire Kelling

2 messages

Lori Conerly <loric17@bi.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,
LoriLori Conerly
Administrative Support Specialist
Social and Decision Analytics Lab (SDAL)
Biocomplexity Institute of Virginia Techloric17@vbi.vt.edu
loric17@vt.edu
571-858-3132

Sallie Keller <sallie41@vt.edu>
To: Lori Conerly <loric17@bi.vt.edu>

Mon, Jul 24, 2017 at 11:50 AM

I approve

Sallie Keller
Director & Professor of Statistics
[Social and Decision Analytics Lab](#)