



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 David Kinkle New Kent, VA June 28-29, 20172 messages

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

Wed, Jun 28, 2017 at 3:11 PM

Sallie,

The following email is to document your Travel Authorization Approval.

Traveler: David Kinkle

Location: New Kent, VA

Purpose of Visit: To collect New Kent data with VEC Extension Agent.

Dates of Travel: June 28-29, 2017

Accommodation: No

Travel: No

Rental Car: No

Fund:23448

Do you approve?

--

Regards,
Lori

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

loric17@vbi.vt.edu
loric17@vt.edu
571-858-3132

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

Wed, Jun 28, 2017 at 3:26 PM

I approve

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

6/28/2017

Virginia Tech Mail - Travel Authorization Approval for David Kinkle New Kent, VA June 28-29, 2017

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