



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>

Approval for Rental Car for Fellow

2 messages

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

Tue, May 30, 2017 at 11:52 AM

Sallie,

The following email is to document your Travel Authorization Approval.

Traveler: Sayali Phadke

Location: State College, PA

Purpose of Visit: SDAL's DSPG Fellows have a travel allowance for up to \$500.00 for one round-trip to and from Arlington, Virginia. Sayali Phadke rented a car to travel to Arlington. She will not need a return rental car at the end of the program because she is taking a personal trip to California.

Dates of Travel: May 20, 2017

Accommodation: None

Travel: None

Rental Car: Yes

Fund: 234488

Do you approve?

--
Regards,
Lori

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

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

Sallie Keller <sallie41@vt.edu>

Tue, May 30, 2017 at 12:45 PM

To: Lori Conerly <lorig17@bi.vt.edu>

I approve

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

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<https://www.bi.vt.edu/sdal>

[Quoted text hidden]



Sayali Phadke <sayalisuhas@gmail.com>

ENTERPRISE RENTAL AGREEMENT 7X89N1

CustomerService@enterprise.com <CustomerService@enterprise.com>
To: SAYALISUHAS@gmail.com

Mon, May 22, 2017 at 9:45 AM

ENTERPRISE RENT-A-CAR COMPANY OF PITTSBURGH, 215 BLUE COURSE DR UNIT B, STATE COLLEGE, PA 168032915 (814) 238-4450