



## Travel Request Information Form

(Send to [travel@rt.bi.vt.edu](mailto: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:

**Zimbra****thase@vbi.vt.edu****FW: local travel**

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**From :** Erin Poff <emcclusk@vbi.vt.edu> **Mon, Dec 14, 2015 04:35 PM**  
**Subject :** FW: local travel  
**To :** 'Tracie Hase' <thase@vbi.vt.edu>

Please go ahead and put the TA into the system.

Thank you Tracie,  
Erin Poff

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**From:** Laurie Coble [mailto:[laurenc@vbi.vt.edu](mailto:laurenc@vbi.vt.edu)]  
**Sent:** Monday, December 14, 2015 4:34 PM  
**To:** Erin Poff <emcclusk@vbi.vt.edu>  
**Subject:** Re: local travel

Right, I have no problem with that.

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**From:** "Erin Poff" <[emcclusk@vbi.vt.edu](mailto:emcclusk@vbi.vt.edu)>  
**To:** "[laurenc@vbi.vt.edu](mailto:laurenc@vbi.vt.edu)", "Kirk Felton" <[ckfelton@vbi.vt.edu](mailto:ckfelton@vbi.vt.edu)>  
**Sent:** Monday, December 14, 2015 4:20:20 PM  
**Subject:** local travel

Clarification question:

I received a call from Tracie H. pertaining to a day trip for Sallie this Wednesday. She is only expecting two taxi receipts and the day trip. Laurie, from our conversation, day trips such as this will not require a 'supervisor approval' email, correct? Tracie is concerned that the TA will otherwise be returned.

Thank you,

Erin C. Poff

Manager of Administrative Services  
Biocomplexity Institute of Virginia Tech  
1015 Life Science Circle (MC 0477)  
Blacksburg, VA 24061  
(540)231-8379

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Biocomplexity Institute of Virginia Tech  
1015 Life Science Circle  
Blacksburg, VA 24061  
(540)231-1395

For assistance: Kim Borkowski  
[kborkows@vbi.vt.edu](mailto:kborkows@vbi.vt.edu)  
(540) 231-3270

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Date	Name	Team	Travel Method	Destination (start - end)	Cost	Do you have a receipt?
5/25/2017	Eirik Iversen	WMATA	Rail	Ballston - Metro Center	\$4.50	yes
5/25/2017	Zarni Htet	WMATA	Rail	Ballston - Metro Center	\$4.50	no
5/25/2017	Lata Kodali	WMATA	Rail	Ballston - Metro Center	\$4.50	yes
5/25/2017	Craig Morton	WMATA	Rail	Ballston - Metro Center	\$4.50	yes
6/6/2017	Lata Kodali	WMATA	Rail	Ballston - Metro Center	\$5.05	yes
6/6/2017	Eirik Iversen	WMATA	Rail	Ballston - Metro Center	\$5.05	yes
6/8/2017	Zarni Htet	WMATA	Rail	Ballston - Metro Center	\$2.65	no
6/9/2017	Lata Kodali	WMATA	Rail	Virginia Sqaure - Metro Cente	\$2.65	yes
6/9/2017	Lata Kodali	WMATA	Rail	Metro Center - Ballston	\$2.25	yes
6/15/2017	Lata Kodali	WMATA	Rail	Ballston - King St	\$2.95	yes
6/15/2017	Lata Kodali	WMATA	Rail	Eisenhower Ave - Ballston	\$3.90	yes
6/15/2017	Eirik Iversen	WMATA	Rail	Ballston - King St	\$2.95	yes
6/15/2017	Eirik Iversen	WMATA	Rail	Eisenhower Ave - Ballston	\$3.90	yes
6/15/2017	David Hinkle	WMATA	Rail	Ballston - King St	\$2.95	no
6/15/2017	David Hinkle	WMATA	Rail	Eisenhower Ave - Ballston	\$3.90	no
6/15/2017	Craig Morton	WMATA	Rail	Ballston - King St	\$2.95	no
6/15/2017	Craig Morton	WMATA	Rail	Eisenhower Ave - Ballston	\$3.90	no
7/25/2017	Lata Kodali	WMATA	Rail	Ballston - Metro Center	\$4.50	yes
7/25/2017	Eirik Iverson	WMATA	Rail	Ballston - Metro Center	\$4.50	yes
7/25/2017	Zarni Htet	WMATA	Rail	Ballston - Metro Center	\$4.50	
7/25/2017	David Hinkle	WMATA	Rail	Ballston - Metro Center	\$4.50	no
<b>DSPG Student Name</b>		<b>Total Amount</b>				
Eirik Iversen		\$20.90				
Zarni Htet		\$11.65				
Lata Kodali		\$26.80				
Craig Morton		\$11.65				
David Hinkle		\$11.35				