



# VirginiaTech®

## Biocomplexity Institute

### 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?

☐ 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 &lt;loric17@vt.edu&gt;

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**Approval for Rental Car for Fellow**

2 messages

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**Lori Conerly** <loric17@bi.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?

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Regards,  
Lori

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

[loric17@vbi.vt.edu](mailto:loric17@vbi.vt.edu)  
[loric17@vt.edu](mailto:loric17@vt.edu)  
571-858-3132

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**Sallie Keller** <sallie41@vt.edu>

Tue, May 30, 2017 at 12:45 PM

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

I approve

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

Biocomplexity Institute of Virginia Tech  
National Capital Region  
900 N. Glebe Road  
Arlington, VA 22203

[sallie41@vt.edu](mailto:sallie41@vt.edu)  
[+1 703 489 9480](tel:+17034899480) mobile  
[+1 571 858 3102](tel:+15718583102) office

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

[Quoted text hidden]



Sayali Phadke &lt;sayalisuhas@gmail.com&gt;

## 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

### RENTAL AGREEMENT

REF#

741182 7X89N1

### RENTER

PHADKE, SAYALI

### DATE & TIME OUT

05/20/2017 12:46 PM

### DATE & TIME IN

05/21/2017 11:53 AM

### BILLING CYCLE

24-HOUR

### VEH

#1 2017 NISN ALTI 4DSV

VIN# 1N4AL3AP5HC118912

LIC# AFNX75

MILES 236  
DRIVEN

### SUMMARY OF CHARGES

Charge Description	Date	Quantity	Per	Rate	Total
TIME & DISTANCE	05/20 - 05/21	1	DAY	\$39.10	\$39.10
SLP	05/20 - 05/21	1	DAY	\$14.99	\$14.99
ONE WAY FEE	05/20 - 05/21	1	RENTAL	\$76.31	\$76.31
REFUELING CHARGE	05/20 - 05/21				\$0.00
<b>Subtotal:</b>					<b>\$130.40</b>
<b>Taxes &amp; Surcharges</b>					
PA TAX	05/20 - 05/21			6%	\$6.92
PTA FEE	05/20 - 05/21	1	DAY	\$2.00	\$2.00
VEHICLE RENTAL TAX	05/20 - 05/21			2%	\$2.31
<b>Total Charges:</b>					<b>\$141.63</b>

Total Amount Due

\$0.00

### PAYMENT INFORMATION

#### AMOUNT PAID

\$141.63

#### TYPE

Discover

#### CREDIT CARD NUMBER

xxxxxxxxxxxx6312

PENDING