



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>

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

2 messages

Lori Conerly <lorig17@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?

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Regards,
LoriLori Conerly
Administrative Support Specialist
Social and Decision Analytics Lab (SDAL)
Biocomplexity Institute of Virginia Techlorig17@vbi.vt.edu
lorig17@vt.edu
571-858-3132

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

Wed, Jun 28, 2017 at 3:26 PM

I approve

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

Biocomplexity Institute of Virginia Tech

National Capital Region

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