



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:

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

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

From: Laurie Coble [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.

From: "Erin Poff" <emcclusk@vbi.vt.edu>
To: "laurenc@vbi.vt.edu", "Kirk Felton" <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
(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 |
| DSPG Student Name | | Total Amount | | | | |
| Eirik Iversen | | \$20.90 | | | | |
| Zarni Htet | | \$11.65 | | | | |
| Lata Kodali | | \$26.80 | | | | |
| Craig Morton | | \$11.65 | | | | |
| David Hinkle | | \$11.35 | | | | |