

**DUE:** Complete at least **10** working days **prior** to travel

Remember, only one dept. can do paperwork for your trip

## REQUEST FOR TRAVEL

Date Received: \_\_\_\_\_

TA #: \_\_\_\_\_

Name: \_\_\_\_\_

VIP #: \_\_\_\_\_

### GRADUATE STUDENTS ONLY:

E-mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_ US Citizen: ☐ YES ☐ NO

Practice Talk completed? ☐ YES (when/where) \_\_\_\_\_ ☐ No

**GRADUATE DIRECTOR:** Approved? ☐ Yes ☐ No **GRAD DIRECTOR SIGNATURE:** \_\_\_\_\_

**Conference Name/Meeting Purpose:** \_\_\_\_\_

**Destination of Trip:** \_\_\_\_\_

**Dates/Times of trip:** Date of Departure \_\_\_\_\_ Departure Time: \_\_\_\_\_ am / pm

Date of Return \_\_\_\_\_ Return Time: \_\_\_\_\_ am / pm

**Purpose of Travel:** (Check all activities)

Presenting a Paper: ☐ Panel Chair: ☐ Panel Discussant: ☐ Other: ☐ \_\_\_\_\_  
Please explain

**Paper Title:** \_\_\_\_\_

Other: \_\_\_\_\_

**Source of Funds:** Dean's Commitment ☐ POLI SCI Department ☐ Other Department\* ☐ Other\*\* ☐

\*If from another dept. please indicate from where & contact name: \_\_\_\_\_

\*\*If "Other," please explain: \_\_\_\_\_

### ESTIMATED TRAVEL EXPENSES:

#### Transportation:

Air Fare: \$ \_\_\_\_\_

(I will need printed ORIGINAL air itinerary with dates & amounts)

(If driving to another airport outside of Columbia, include mileage & airport)

Mileage, if applicable: \_\_\_\_\_ miles @ \$.53.5/mile (rate subject to change) \$ \_\_\_\_\_

**Estimated subsistence:** **Lodging** \$ \_\_\_\_\_

Per Diem – dependent on times of departure & return (B: \$10 / L: \$15 / D: \$25) \$ \_\_\_\_\_

**Estimated other expenses** (registrations, taxis, parking, rental car, etc.): \$ \_\_\_\_\_

**Total Amount Requested:** \$ \_\_\_\_\_

### GRADUATE STUDENTS ONLY:

Other funding sources and amounts: \_\_\_\_\_ \$ \_\_\_\_\_

**TRAVELER SIGNATURE:** \_\_\_\_\_

**CHAIR SIGNATURE:** \_\_\_\_\_ **TOTAL AMOUNT APPROVED** \$ \_\_\_\_\_

~~ALL ORIGINAL RECEIPTS ARE REQUIRED FOR REIMBURSEMENT, EXCEPT FOR MEALS (per diem will apply)~~