



# Travel Request Form

TRA #

## PROCEDURE:

Each Travel Request Form should be prepared and approved with sufficient time to ensure its arrival in the Travel Office seven days prior to either the date of departure or the date when the cash advance is required, whichever is earlier. If a money advance is requested, please fill in the appropriate space. Please reference the TRA# on Expense Form. Expense reports are due TEN (10) days after trip completion. Attach all receipts i.e., airfare ticket, hotel bill, registration fee, car rental, etc.; include receipts for which you have been reimbursed.

TRAVEL BOOKING (Please check one)

Hurley Travel

☐

Online

☐

TODAYS DATE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

Supervisor Initials: \_\_\_\_\_

EMPLOYEE: \_\_\_\_\_

TRAVEL TO: \_\_\_\_\_

REASON FOR TRAVEL: \_\_\_\_\_

DATES OF TRAVEL: From: \_\_\_\_\_ To: \_\_\_\_\_

GRANT ACCT #	LAWSON ACCT #		ESTIMATED \$	ADVANCE \$
	ACTIVITY	ACCOUNTING UNIT		

No Charge to The Jackson Laboratory

☐

Cost to be paid by: \_\_\_\_\_

## APPROVALS:

COST CENTER/ GRANTS OFFICE: \_\_\_\_\_

TRAINING OFFICE: (if post/pre doc): \_\_\_\_\_