



# DELAWARE STATE UNIVERSITY

## OFFICE OF BUSINESS & FINANCE

### Travel Request & Authorization Form

(This form is to be used for all DSU Personnel traveling on behalf of the University)

~ This form needs to be submitted at least 10 Business days prior to travel & requestor's account must be cleared (i.e. NO OUTSTANDING credit card charges) prior to issuance ~

Approved Requisition#: R0184915  
R\_XXXXXXXXXX

Date Submitted: 5/1/2024

Name of Traveler: Zhongyan Lin

Traveler's D#: D10059906

Date of Departure: 5/10/2024

Dept ORG Code: 2690

Date of Return: 6/30/2024 (this is a trip across fiscal year, the actual return data was in another form)

Description of Trip: Teaching in Ningbo, China Campus

#### SECTION I (For Card Load Purposes)

##### A. Transportation Arrangements

Vendor Name	Mode of Transportation		Amount
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		

##### B. Lodging Arrangements

Location Name – City, State	# of Rooms	# of Stays	Nightly Rate	Amount
Ningbo, China				

##### C. Meals

Meals for . . . .	# of Days	Meal Rate *	Amount
Choose an item.			
Choose an item.			

\* Meal Allowance Rates for DSU Personnel are based on the GSA Rate by destination location (<https://www.gsa.gov/travel/plan-book/per-diem-rates>) & Students Per Diem rate based DSU policy - Undergrads (\$28/ day) vs Graduates (\$45/ day). Both rates include tips. Meals covered by registration packages are **NOT** to be included in the Meal calculation.

##### D. Other Travel Needs for card use

Description	# of items	Price/ Person	Amount
			\$ 0.00

TOTAL CARD LOAD EXPENSES (SECTION I) .....

Effective April 2023

**SECTION II (Non-Card Load Purposes)****A. Cash Advance Request (separate form)**

Description	# of items	Price/ Person	Amount
			\$ 0.00

**B. Personal Mileage**

Trip	NET Miles Traveled **	Amount
To Wilmington Train Station		
		\$

\* Personal mileage rates are based on the time of travel & established by the Internal Revenue Service ([chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.irs.gov/pub/irs-drop/n-23-03.pdf](https://www.irs.gov/pub/irs-drop/n-23-03.pdf))

\*\* NET miles traveled is the distance between your normal commuter to DSU minus your home to destination.

**C. Miscellaneous**

Description	Amount
Hainan Airline (airticket was purchased in advance in last fiscal year)	770.17
Meals for DESU employees: 52 x 52.65 (	2737.80
	\$ 3444.97

**TOTAL NON-CARD LOAD EXPENSE (SECTION II) .....**

**3444.97**

**TOTAL ESTIMATED EXPENSE FOR ENTIRE TRIP .....**

**3444.97**

*I understand that a purchase requisition signed by the Department Head and appropriate Budget Analyst must be executed within 72 hours upon my return. I certify that I have accounted to the Business Office for all expenses. I also understand that all travel requisitions must be approved prior to departure for the proceeding trip.*

**Requests completed & signed should be sent to [corporatecards@desu.edu](mailto:corporatecards@desu.edu) for processing**

*Zhongqiao Lin*

5/01/2024

Requestor's Signature

Date

*JE*  
Immediate Supervisor Approval

8/15/2024

Date

Grant Supervisor/ Approval, if needed

Date

*Antonio Boyle*

8/15/2024