



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 ~

R0182729

Approved Requisition#: R XXXXXXXXXX

Date Submitted: 1/20/2024

Name of Traveler: Zhongyan Lin

Traveler's D#: D10059906

Date of Departure: 2/22/2023

Dept ORG Code: 2690

Date of Return: 6/15/2024

Description of Trip: Teaching in Ningbo, China Campus

SECTION I (For Card Load Purposes)

A. Transportation Arrangements

Vendor Name	Mode of Transportation	Amount
Canadian Airlines	Airfare/ Plane	1300
China Airline	Airfare	200
	Choose an item.	
	Choose an item.	
		1500

B. Lodging Arrangements

Location Name – City, State	# of Rooms	# of Stays	Nightly Rate	Amount
Ningbo, China				
				\$ 0.00

C. Meals

Meals for	# of Days	Meal Rate *	Amount
DSU Employee	100	52.65	\$3,500
Choose an item.			
			\$3,500.00

* 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)

SECTION II (Non-Card Load Purposes)

Effective April 2023

A. Cash Advance Request (separate form)

Description	# of items	Price/ Person	Amount
			\$ 0.00

B. Personal Mileage

Trip	NET Miles Traveled **	Amount
		\$ 0.00

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

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

C. Miscellaneous

Description	Amount
	\$ 0.00

TOTAL NON-CARD LOAD EXPENSE (SECTION II)

\$5000

TOTAL ESTIMATED EXPENSE FOR ENTIRE TRIP

\$5000

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 for processing

Zhongqiao Lin

1/20/2024

Requestor's Signature

Date

[Signature]
Immediate Supervisor Approval

1/22/2024
Date

Grant Supervisor/ Approval, if needed

Date

Antonio Boyle

2/14/2024