

TRAVEL PRE-APPROVAL

PO#: _____

FUND: _____

PROJECT#: _____

This form must be completed in its entirety and approved prior to any purchases related to this travel.

If it is not approved first, you may be responsible for the costs associated with this travel. You must attach all documentation (e.g., conference agenda, registration forms, lodging information, directions, flight options and any materials needed to make arrangements) along with its submission or it will be sent back to you.

Travel Coordinator: _____ Phone: _____ Email: _____

Traveler's Legal Name: _____ Title: _____
(as it appears on driver's license)

Department: _____ Cellular: _____ Email: _____

Event/Conference Title: _____

Event/Conference Dates: _____ to _____ Location: _____

Requested Departure: _____ Time: _____ Requested Return: _____ Time: _____
MM/DD/YY 00:00 am/pm MM/DD/YY 00:00 am/pm

Travel Purpose:

ESTIMATED EXPENSES	ADVANCED	REIMBURSED	FOR OFFICE USE
Airfare/Rental			
Mileage: personal vehicle _____ miles @ _____ ¢/mi.			
Registration			
Taxi/Shuttle/Ground Transportation			
Meals: Per Diem Rate _____ @ _____ days			
Lodging _____/night @ _____ night(s)			
Parking			
Other Expenses (e.g., baggage, gasoline, tolls, etc.)			
SUBTOTAL=			
TOTAL ESTIMATED EXPENSES=			

Requester: _____ Date: _____

Requester's Supervisor: _____ Date: _____

Department Head/Dean: _____ Date: _____

Area Vice President: _____ Date: _____

R&D Budget Officer: _____ Date: _____

Executive Director, R&D: _____ Date: _____

IMPORTANT INFORMATION

Attention Travel Coordinator:

- This travel request form must be approved prior to making any arrangements (except hotel). National Travel must be used to book flights and car rentals (304-357-0808). Make sure to ask for a State Agent to receive the state rate.
- Per diem rates can be found at: www.gsa.gov.
- The traveler's travel package should include the travel memo, travel request form, itinerary page, flight/directions, lodging info, agenda, per diem page, and any other necessary materials.
- The request must be submitted to the R&D Corp. B&F Office at least 10 days prior to the travel date or the traveler may not receive their per diem in advance.
- Please note that per diem is only given for overnight stays.

Attention Traveler:

Your travel arrangements may be delayed and/or you may not receive a travel check as a result of the following:

- information not attached to this form
- funding source not listed
- no travel coordinator name and contact information listed
- traveler's address and social security # not on file with the R&D Corp. B&F Office
- travel modifications that have not been approved/updated in a timely manner
- travel sent through the process late or last minute

If this form is approved, be sure to submit your occupational leave prior to travel.

It is possible that your travel check may be ready to pick up from the R&D Corp. B&F Office within 5 days of travel. To find out the status of your travel check, please call (304) 204-4306. The travel request form and/or the travel package will be sent back to the travel coordinator if these requirements are not met. Thank you kindly for your cooperation.