IREAP

TRAVEL APPROVAL REQUEST

Please COMPLETE this form and submit to your travel coordinator PRIOR to your trip.

# Today’s Date:

# Name as shown on the picture ID you are using for travel (driver’s license, passport):

#

|  |  |
| --- | --- |
| Date of Birth:        | Gender: Male [ ]  Female [ ]   |
| Phone No.:        | Email:       |
| SSN: (Do not write your SSN on this form – provide it to your travel coordinator personally or by telephone after submitting the completed form.)  | KFS Account No.:       |

# Departure date/ time       Return date/ time

# Destination

**Describe fully the nature and purpose of the travel. Be specific (presenting, attending, etc.).**

Is this travel directly related to the project and have all prior written approvals been obtained from the sponsoring agency? Yes [ ]  No [ ]

Notate your method of travel.

Air? Yes [ ]  No [ ]  Airline:       Bus/ Train? Yes [ ]  No [ ]

Driving? Yes [ ]  No [ ]  Other?

Departing from: (name of airport/ bus station/ train station, etc.)

Arriving to: (name of airport/ bus station/ train station, etc.)

Describe all expected expenses (Provide estimates where applicable.).

Air       Phone/ Fax

Registration       Ground Transportation

Hotel       Mileage/ Personal Car\*\*

Meal Per Diem\*\*       Other

Car Rental       TOTAL

\*\*Meal Per Diem: There is a $56.00-a-day limit on meals broken down as follows: $13.00 breakfast; $15.00 lunch; $28.00 dinner.

\*\*Mileage/ Personal Car: The current mileage rate is $0.56 per mile. University employees using their privately owned vehicles (POV) and claiming reimbursement on an expense statement should measure mileage from the duty station or point of departure, whichever is closer to destination, and return.

Reminder: You will need to provide an original receipt for all expenses you’d like to seek reimbursement for. You will NOT need an original receipt for meal per diem and mileage/ personal car.

Additional travel information (Will a portion be paid with personal expenses? Are you sharing a room? Etc.):