

TRAVEL REQUEST FORM

TV# _____

NAME: _____ ID#(Employee): _____

(Non-Employee) Address: _____

E-mail: _____ Phone#: _____

What kind of trip is it?: ___ Out of state ___ In state ___ No Cost ___ International ___ Recruiting

Destination(s): _____ Per Diem _____

Detailed Travel Justification: _____

Is any part of this trip personal? _____ If so, indicate dates: _____

Departure Date: _____ Return Date: _____

Preferred departure time: _____ Preferred return time: _____

Frequent Flyer #: _____ Seat Preference: _____

Transportation to DIA:

_____ personal car _____ airport parking
_____ ground shuttle _____ shared ride w/whom: _____
_____ other _____ toll road

Transportation at Destination: _____ rental car _____ taxi _____ metro _____ other

Lodging: _____ shared w/Whom: _____ % of split? _____
_____ individual (100%)

List hotel name and approximate cost per night.

1. _____ cost: \$ _____
2. _____ cost: \$ _____

Registration cost: \$ _____ (prepaid? ___yes ___no) Meals or lodging included? _____

List: _____

Miscellaneous: _____

Funds to be charged Fund: _____ Amount: \$ _____
Fund: _____ Amount: \$ _____

Please return this form to your facility travel preparer. This information will be used to prepare the necessary travel forms for your trip. Thank you.

Signature of Traveler **Date**

PI Signature (If applicable) **Date**

Travel

1. NO ALCOHOL – Please keep these purchases separate.
2. When sharing a room keep checkout costs separate whenever possible.
3. Keep all receipts and turn them in upon your return. The better the documentation, the easier it is to get reimbursed.
Common Receipts: Rental car, gas, shuttle, lodging, registration, internet, parking fees, telephone (when on official business only), tips (for hotel personnel and ground transportation) and toll road.
4. Meals will be reimburse at \$_____ per day. Any costs above this amount will be at your own expense.
If you need a travel advance please let us know immediately so the paperwork can be processed well in advance of the travel.
5. Do not exceed 20% Gratuity (this amount is also included in the per diem rate).