TRAVEL REQUEST FORM INSTRUCTIONS

SECTION
A. Complete ENTIRE section
   - Indicate your classification: Employee, Student or Athletics
   - Indicate type of travel: In-State, Out of state or International
   - Indicate if requesting a travel advance

B. TRAVELER’S INFORMATION
   - Complete ENTIRE section
   - Date of Birth: Indicate ONLY when requesting JSU Travel Coordinator to purchase airline tickets

C. TRAVELER’S DESTINATION
   - Complete ENTIRE section
   - Indicate destination and corresponding travel dates
   - Indicate purpose of travel: conference, meeting, etc. Copy of conference/meeting agenda shall be attached
   - Attach student roster, if applicable

D. MODE OF TRANSPORTATION
   - Indicate which mode: Airline, Train, Campus Transport, Rental or Personal Vehicle
   - Indicate if the traveler has purchased the method of transport. Copy of the purchased confirmation/receipt shall be attached
   - Indicate if JSU Travel Coordinator will purchase the method of transport. Copy of sample/proposed itinerary shall be attached demonstrating acceptable departure and return dates and times
   - Indicate estimated number of driving miles. Copy of a distance map, such as MapQuest or Yahoo Maps indicating distance to and from. Note: Actual mileage to and from the official duty station while on official business will be reimbursed
   - Indicate redress number, if applicable

E. LODGING ACCOMMODATIONS
   - Indicate each person in a room for Hotel/Lodging. Hotel/Lodging confirmations and receipts must be in the name of the person occupying the room for reimbursement. For double occupancy or room sharing, separate confirmations/receipts or multiple confirmations/receipts with all persons names should be requested when registering and/or checking out
F. **TRIP EXPENSES**
   - Indicate the estimated trip costs in the applicable spaces:
     - Reimbursable (*Out-of pocket expenses incurred that justify repayment, such as meals, taxis, etc.*)
     - Pre-Paid (*Expenses that the University has paid prior to the trip, such as registration fees, hotel accommodations.*)
     - American Express/BTA (*Only airline, rail and bus expenses can be charged against this account*)
     - Travel Advance (*any funds issued directly to traveler prior to departure of trip, usually issued to Recruitment, Athletics, Student-Related and International Travel*)
   - All travel expenses shall be budgeted before forwarding to Travel Coordinator for processing

G. **All** necessary approvers shall sign **approving all expenses** before forwarding to the Travel Coordinator
Travel Request Form

To be reimbursed for travel expenses incurred while traveling on behalf of the University; this Travel Request form must be submitted to Purchasing and Travel at least 15 days prior to the expected date of travel. For international travel, this Travel Request form must be submitted at least 30 days prior to expected date of travel. A separate form is required for each person requesting approval.

B) Traveler's Information

Name: ___________________________ J#: ___________ Date of Birth: ___________  Male  Female

Department: ___________________________ Telephone: ___________________________

Externally sponsored travel? Yes/No

If yes, Sponsoring Agency Name: ___________________________

Index: _________ OR Fund: ________ Organization: ________ Email: ___________________________

C) Traveler's Destination

Destination: ___________________________ From Date: ___________ To Date: ___________

Conference/Meeting Title: ___________________________ No. of Students: ________ (Attach Roster if applicable)

Purpose of Travel/Statement of Benefit: ___________________________

D) Mode of Transportation

Airline: Yes/No  Train: Yes/No  Campus Transportation: Yes/No  Rental Vehicle: Yes/No  Personal Vehicle: Yes/No

Airline Reservation Confirmed By: Traveler  JSU Travel Coordinator (charged via BTA)

Departure Time: ___________ Return Time: ___________ Estimated No. Driving Miles: ________ Redress No: ________

E) Lodging Accommodations

Hotel Name: ___________________________ Address: ___________________________

Hotel Telephone: ___________ Number of Room(s): ________

F) Estimated Cost of Trip

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<th>Item</th>
<th>Reimbursable Cost</th>
<th>Pre-Paid Costs</th>
<th>American Express Charge(s)/BTA</th>
<th>Travel Advance</th>
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My signature below indicates that I understand I am responsible for making a good faith effort to secure the most economical and reasonable method of transportation, lodging and all other costs. I will certify that all costs incurred and reported by me for this period of travel is true and accurate in all respects.

Traveler: ___________________________ Date: ___________ Vice President: ___________________________ Date: ___________  

Department Head/Chair: ___________________________ Date: ___________  

College Dean/Director: ___________________________ Date: ___________  

Vice President for Research/Fed Relations: ___________________________ Date: ___________  

President (required for International and VP Travel): ___________________________ Date: ___________