

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 ACCOMODATIONS**
-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