Office of Purchasing and Travel

Travel Coordinator (601) 979-0699

(•) Employee ( ) Student ( ) Athletics

(•) In-State ( ) Out of State ( ) International

Travel Request Form

(•) Request for travel advance attached

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.

Traveler's Information

Name: _____ J#: _____ Date of Birth _____ (•) Male ( ) Female

Department _____ Telephone _____

( ) Externally sponsored travel? If yes, Sponsoring Agency Name: _____

Index _____ OR Fund _____ Organization _____ Email _____

Traveler's Destination

Destination _____ From Date _____ To Date _____

Conference/Meeting Title _____ No. of Students 0 (Attach Roster if applicable)

Purpose of Travel/Statement of Benefit _____

Mode of Transportation

(•) Airline ( ) Train ( ) Campus Transportation ( ) Rental Vehicle ( ) Personal Vehicle

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

Departure Time _____ Return Time _____ Estimated No. Driving Miles _____ Redress No. _____

Lodging Accommodations

Hotel Name _____ Address _____

Hotel Telephone _____ Number of Room(s) _____

Estimated Cost of Trip	Reimbursable Cost	Pre-Paid Costs	American Express Charge(s)/BTA	Travel Advance
Meals				
Lodging				
Registration Fees				
Car Rental				
Other				
Personal Vehicle				
Public Carrier				
Total				

Travel Coordinator Approval _____

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 _____

Department Head/ Chair _____ Date _____

College Dean/Director _____ Date _____

Vice President _____ Date _____

Vice President for Research/Fed Relations _____ Date _____

President (required for International and VP Travel) _____ Date _____