

COEHP Travel Request

Travel Information

Traveler name: Cash advance request: BU:

Address:

Purpose of trip: Destination:

Event dates: to Travel dates: to

Expected Expenses

List all anticipated travel expenses

	<u>Paid with dept. t-card</u>	or	<u>Needs paid by check or OADA t-card</u>	or	<u>Personal reimb. or traveler card</u>
Airfare:	<input type="text"/>		<input type="text"/>		<input type="text"/>
Personal car mileage:					<input type="text"/>
Rental car:	<input type="text"/>		or		<input type="text"/>
Registration:	<input type="text"/>		<input type="text"/>		<input type="text"/>
Meals:					<input type="text"/>
Lodging:			<input type="text"/>		<input type="text"/>
	(Room & tax only)		(Direct Bill)		
Misc: (Check all that apply)					
Parking:			Shuttle:		<input type="text"/>
Taxi:			Fuel:		<input type="text"/>
Internet:			Other:		<input type="text"/>
Phone:			Total estimated trip:		<input type="text"/>
Bag fees:					

Payment Information

Cost center name:	Cost center number:	QuickBooks category:	BASIS category:	% or \$
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Detailed Trip Purpose

Signatures

Traveler signature: <input type="text"/>	Date: <input type="text"/>
Approving/PI signature: <input type="text"/>	Date: <input type="text"/>
Dept. Head signature: <input type="text"/>	Date: <input type="text"/>