

COEHP Travel Request

Travel Information

Traveler name: Cash advance request: Cost Center:

Address:

Purpose of trip: Destination:

Event dates: to Travel dates: to

Expected Expenses

List all anticipated travel expenses

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

Payment Information

| Worktag number: | Worktag name: | QuickBooks category: | Spend/grant category: | % or \$ |
|-----------------|---------------|----------------------|-----------------------|---------|
| | | | | |
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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"/> |