

PSYCHOLOGY DEPARTMENT TRAVEL INFORMATION SHEET PRE-APPROVAL FORM

Traveler's Name: Today's Date:

Travel Dates: From To

Origin City: Destination City:

(International travel needs pre-approval in the Concur Travel & Expense System)

Travel Justification:
(Justify Business Purpose & provide full name of conference)

Estimated Transportation:

Airfare: I plan to book my flight through the Concur Travel & Expense System
*(please provide **one** speedtype in Concur with funding to cover the **full cost** of ticket purchase)*

OR

I plan to book my flight through the internet after obtaining a documented hard copy quote from **Christopherson Business Travel:**
cutravel@cbtravel.com or 1-855-462-8885 Quote:

Mileage: Originating Address:
Destination Address:

Other: Taxi, Uber/Lyft, Shuttle, etc.

Airport Parking:

Estimated Rental Car: Must rent from Avis, Budget, Enterprise, Hertz, or National

Estimated Registration Fee: I plan to pay for the registration fee on my own and then seek reimbursement
OR
I plan to have David DuBois pay for the registration fee on the procurement card

Estimated Meals: <https://www.gsa.gov/portal/content/104877>
(On begin and end travel days, reimbursement cannot exceed 75% of the daily M&I per diem rate)

Estimated Lodging: *Travelers who arrange private lodging (staying with friends/family) can be reimbursed up to \$25/day.*

Estimated Miscellaneous: *Justify:*

TOTAL:

How is travel to be funded?

1st Speedtype #		Amount	
2nd Speedtype #		Amount	
3rd Speedtype #		Amount	
4th Speedtype #		Amount	
5th Speedtype #		Amount	
TOTAL FUNDED AMOUNT:			<input style="width: 100px; height: 20px;" type="text"/>

Please submit this form to Andrea Williams for departmental approval at least 2 weeks prior to travel.

Departmental Approval

Notes: