

**UNIVERSITY OF OREGON
DEPARTMENT OF CHEMISTRY**

TRAVEL APPROVAL REQUEST

Today's Date: _____

Name: _____ Title: _____ Phone: _____

Home Address (*required for travel reimbursement*): _____

SSN/ID: _____ Index: _____

Airline: _____ Airfare Amount: \$ _____

Agent's Name: _____ Ticketing Date: _____
(Ambassador Travel: 686-1234, Carlson/Away Travel: 687-2250, Premier Travel: 747-0909)

Lodging Rate: \$ _____/night Conference Hotel: Yes No

Private Car Mileage: _____ miles at 36 cents per mile (*effective from 1/1/03*)

Miscellaneous Expenses

(Original receipts required if over \$25.00)

Taxi \$ _____

Car Rental \$ _____ (*must be compact or economy*)

Train/Bus \$ _____

Parking \$ _____

Telephone Calls \$ _____

Registration Fee \$ _____

Save all receipts for expenses greater than \$25.00. Please ask the Travel Agency to deliver your ticket as soon as approval is received. If you do not receive your ticket within two weeks, check with the Travel Agency regarding status.

Purpose of Trip: (include meeting dates and place)

Itinerary

Date	Hour of Departure	Hour of Arrival	Destination	Breakfast (\$)	Lunch (\$)	Dinner (\$)	Lodging per Night
			TOTAL	\$	\$	\$	\$

Reminder:

Your hotel receipt **must show: your name, dates you stayed** at the hotel, and a **zero balance due**.

Attending a conference? A copy of the conference brochure must be submitted showing the agenda, dates of the conference/meeting and what was included in the conference i.e. meals/banquets.

The per diem amounts for instate meals are \$8.75 for breakfast, \$8.75 for lunch, and \$17.50 for dinner and lodging is \$90.00 per night. The per diem amounts for out-of-state meals are \$8.75 for breakfast, \$8.75 for lunch, and \$17.50 for dinner and lodging is \$90.00 per night. Out-of-state amounts increase to accommodate for large cities such as Los Angeles and New York. Foreign rates for meals and lodging vary by location.

Authorization signature _____

Date _____