

Tennessee Technological University

School of Environmental Studies

TRAVEL REQUEST FORM

Please have your advisor send your request to Dr. Sharp.

Name:

T Number:

Type of Travel: (Check one)

In State

Out of State

Out of Country

Conference Name:

Dates:

Location:

Number Previously Attended in current Fiscal Year:

Why would you like to attend?

Is any other department helping with your expenses?

Yes

No

Department:

Amount:

Date(s) that you personally are attending the conference:

Will you be presenting?

Yes

No

Dates presenting:

How many people will you be sharing a room with?

How many people are you traveling with?

Please list the names of any Tennessee Tech Employees who are traveling with you:

Method of Travel:

University Car

Personal Car

Plane

Bus

Other:

If You Plan On Driving Your Personal Car:

Please do a mileage calculator using Rand McNally: http://maps.randmcnally.com/mileage_calculator with a starting point of 200 W Tenth Street, Cookeville, TN (This is the address for SWH) and ending at your hotel or conference location.

If You Plan On Driving A Rental Car:

Please provide your best estimate for this. Tennessee Tech uses Enterprise rental services, so you can use their Trip Optimizer tool to estimate the total cost: https://legacy.enterprise.com/car_rental/deeplinkmap.do?bid=028&refid=STATETN

If You Plan On Traveling By Plane:

For Airfare costs, you are expected to do your homework and find the lowest price ticket available. Expedia, Cheap Tickets, Orbitz, and Southwest Airlines are all good resources for finding cheap tickets. Please provide documentation of this research. Add parking service costs to Miscellaneous Reimbursable Expenses. Add estimates for transportation fare (not rental car cost) to Fare.

Travel Expense Calculation

Please check the GSA website to see the maximum reimbursement allowed for hotels as well as per diem cost for meals <https://www.gsa.gov/travel/plan-book/per-diem-rates>. We can reimburse you for the conference hotel amount as long as you submit an itemized receipt from your hotel with your name on it. Otherwise, we can only reimburse up to the max lodging amount on the GSA website. Full days receive M&IE total and travel days receive 75% of M&IE.

Estimated Cost

Rental Car:

Personal Car Mileage:

Miles @

Fare:

Lodging:

@

Meals:

@

@

Registration Fee:

Miscellaneous
Reimbursable Expense:

TOTAL ESITMATED
COST: