

UIS College of Public Affairs and Education

Travel Arrangement Request Form

Date of Request:

Employee Information

Name as it appears on ID/Passport:

Date of Birth:

Mobile Phone *(optional if you want to receive notices)*:

Do you want to receive text notices? Yes No

UIN:

Email Address:

Travel Information

Conference/Event Name *(Please include website with schedule/brochure)*:

Conference/Event Dates - From: To:

Location:

Business Purpose (what are you doing at this event?):

How does this benefit the university?

Registration required? Yes No

If yes, cost?

Registration website link:

Will meals be provided during event? Yes No

If yes, do you have dietary restrictions to consider? Yes No

If yes, list restriction(s):

Comments:

Preferred Travel Method

Airplane:

Preferred Date and Time Arrival:

Preferred Date and Time Departure:

Preferred Airports: From _____ To _____

Preferred Airlines:

Reward/Travel#:

Amtrak:

Departure Location:

Arrival Location:

Preferred Date and Time Arrival:

Preferred Date and Time Departure:

Personal Vehicle:

Approximate Total Miles to Be Driven: _____ X \$0.67 per mile

= approximate mileage reimbursement to be requested:

Comments:

Lodging

Lodging Accommodations Needed? Yes No

If you need accommodations, do you want lodging at the conference Hotel?

Yes: Name/Website of Conference Hotel from conference website:

No

Preferred radius from event:

Room type:

Reward#:

Comments/Preferences:

Supplies

Are there any supplies needed for this event? Yes No

If yes, please list items with cost:

Funding

Are there any Award funds or outside sources that will help fund this trip? Yes No

If yes, please provide information or attach letter:

Comments:

***Please note if any supporting documentation is available attach it with this form.
Documentation can be, but is not limited to: Conference brochure, agenda,
award letters, email confirmations, any price comparisons, etc.**