

MEST Travel Request Form

Are you travelling internationally? You MUST register your travel with the Office of Study Abroad prior to submitting this form.

Please forward your travel arranger the approval emailed to you; the Office of Study Abroad does not share information automatically with the rest of the travel system. The travel date information you submit to Study Abroad MUST match the information on this form, or your travel request will be automatically rejected.

Register at <https://studyabroad.uark.edu/faculty-and-advisors/employee-travel-registration.php>

Travel Information

Traveler Name _____ Campus Address _____

Purpose of Trip _____ Destination _____

Event Dates _____ to _____ Travel Dates _____ to _____

Transportation Mode (check all that apply)

Air Rental Car Private Car Guest in Vehicle Other _____

Expected Expenses

Please list all anticipated expenses

Pre-pay by U of A with
Purchase Order or T-Card OR Personal Reimbursement

Airfare

Please attach flight itinerary for pre-pay. An account with the Concur Booking Tool is required to book; please notify your travel arranger if you need assistance.

_____ OR _____

Personal car mileage Current UA rate is \$0.42 per mile

Rental Car

Pre-pay available only if traveler is departing from Fayetteville. Travelers MUST use Enterprise or Hertz per U of A contract. Exceptions may be sought from the Travel Office *prior* to trip.

_____ OR _____

Registration

A completed registration form must be attached for pre-pay by purchase order. If payment by credit card is accepted, please consult with your travel arranger.

_____ OR _____

Lodging

Meals

Actual expenses up to per-diem amount will be paid; please retain receipts. In the case of long-term or international travel, please consult with your travel arranger.

Miscellaneous Check all that apply

- Parking Taxi Shuttle Fuel (rental car only)
 Internet Phone Other

Total Trip Cost Estimate (Pre-pay and Personal Reimbursement)

Travel Advance Requested

Advance based on % of reimbursable amount. Consult with your travel arranger on available amount.

Detailed Explanation of Trip Purpose

Funding Source (grant, cost center, etc.)	Amount	Contact Person

Comments/Questions/Requests