

ARSC Travel Request -Spend Authorization

Travel Information

Traveler name: BU:

Address:

Purpose of trip: Destination:

Event dates: to Travel dates: to

Expected Expenses

List all anticipated travel expenses

	<u>Admin Tcard</u>	<u>Personal funds</u>	<u>Traveler Tcard</u>
Airfare:	<input type="text"/>	or	<input type="text"/>
Personal car mileage:			<input type="text"/>
Rental car:	<input type="text"/>	or	<input type="text"/>
Registration:	<input type="text"/>	or	<input type="text"/>
Meals:			<input type="text"/>
Lodging:			<input type="text"/>
Misc: (Check all that apply)			
Parking:	Taxi:	Shuttle:	Fuel: <input type="text"/>
Internet:	Phone:	Bag fees:	Other: <input type="text"/>
		Total estimated trip:	<input type="text"/>

Payment Information

Cost center name:	Worktag	Category		% or \$

Detailed Trip Purpose

Signatures

Traveler signature: Date:

Chair signature: Date:

Date: