REQUEST FOR TRAVEL

TO: Office for Research Date:______________________________

SUBJECT: Trip to ________________________________ for the purpose of ________________________________

1. Name of person requesting to make the trip:______________________________

2. Project(s) to be discussed:__________________________________________

3. Agency(s) to be contacted:__________________________________________

4. Appointments:____________________________________________________

5. Justification for the trip:____________________________________________

6. Inclusive dates of trip:_____________________________________________

7. Estimated expenditures:____________________________________________

Requested by: __________________________________________ Approved by: _______________________

Name: __________________________ Date: ____________________________

Department Head: __________________________ Date: __________________________

Dean: __________________________ Date: __________________________

Vice President for Research: __________________________ Date: __________________________
When the “Request for Travel” has been approved, the PI and Department Head will receive an email with a memo and copy of the approved form from the Office for Research. Flights, hotel and other reservations should be booked as normal following your department’s procedures and should comply with the University’s Travel Policies, [http://accountspayable.ua.edu/](http://accountspayable.ua.edu/).

Within thirty days of returning, a Travel Voucher should be completed, signed by the appropriate person(s), e.g. Supervisor, Dean, etc., and returned to the Office of the Vice President for Research, Box 870117, along with original receipts and a copy of the approved “Request for Travel” form. The Office for Research FOAPs will be added and the form sent to Accounts Payable for processing.

At the same time, if any of the allocable travel expenses were charged to the department’s P-card, a Journal Entry should be enclosed with the above listed documents. The Journal Entry form is on the Financial Accounting’s website, [http://financialaccounting.ua.edu/pages/forms.html](http://financialaccounting.ua.edu/pages/forms.html).