

Request for Travel

TO: _____ 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 (VPR will reimburse up to \$1,000*): _____

8. Source of funding for any amount over \$1,000: _____

Requested By:

Name: _____ Date: _____

Email: _____

Approved By:

Department Head: _____ Date: _____

Dean: _____ Date: _____

Vice President for Research: _____ Date: _____

***For travel costing more than \$1,000, the individual is responsible for obtaining the amount over \$1,000 from other sources (e.g. Dean's office, Department Head, personal funds, etc.)**

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/>.

***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 Cheryl Leonard in 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>.