**Travel Request Guidelines**

1. Purpose/Justification (What, Where, When)
   1. Event Flyer/Invitation/Email/Cruise Schedule
   2. Account/Project#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. FAR (Federal Allowable Rates) http://www.defensetravel.dod.mil/site/perdiemCalc.cfm
3. Itinerary
   1. Dates of Travel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. Personal Days? Yes / No
   3. If Yes, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Does Traveler Need Advance? Yes / No
5. \* Airfare Method of Payment (Attach Receipt): PO P-Card Personal Credit Card
6. \* Lodging
   1. Hotel Reservation/Confirmation/Receipt
7. Other Expenses
   1. Conference Fee/Abstract Fee (Registration/Receipt)

- Exclude Optional Costs (Dinner, Guest, etc.)

* 1. Estimated Car Rental Costs (Reservation/Receipt)
  2. Estimated Gas/Parking/Taxi/Internet Costs

\*Please provide price comparison if applicable