

TRAVEL REQUEST
THE COLLEGE OF INFORMATION AND COMMUNICATIONS
THE SCHOOL OF JOURNALISM AND MASS COMMUNICATIONS

NAME _____ VIP ID #: _____

DEPARTURE DATE _____ DEPARTURE TIME _____ am/pm
 RETURN DATE _____ RETURN TIME _____ am/pm

DESTINATION _____

PURPOSE OF TRIP

MISSED CLASSES _____

ARRANGEMENTS FOR MISSED CLASSES _____

REIMBURSEMENT FOR PERSONAL VEHICLE IS 50 CENTS PER MILE IF YOU DO NOT REQUEST A STATE VEHICLE

COST OF TRAVEL \$ _____ METHOD OF TRAVEL _____
 If using personal car, please indicate round-trip mileage _____

COST OF LODGING \$ _____ (cost of room includes taxes)

COST OF MEALS \$ _____ **SEE BELOW TABLE FOR PER DIEM RATES**

<u>MEAL</u>	<u>DEPART</u>	<u>RETURN</u>	<u>IN STATE</u>	<u>OUT OF STATE</u>
Breakfast	Before 6:30am	After 11:00am	\$6.00	\$7.00
Lunch	Before 11:00am	After 1:30pm	\$7.00	\$9.00
Dinner	Before 5:15pm	After 8:30 pm	\$12.00	\$16.00

REGISTRATION \$ _____ BUSINESS CALLS \$ _____ TOLLS \$ _____
 PARKING \$ _____ TAXIS \$ _____ RENTAL CAR \$ _____
 OTHER \$ _____ explain _____

TOTAL AMOUNT REQUESTED \$ _____ Fund Account _____

Awarded Graduate School Funding _____

Original receipts must be provided (excluding meals)

DIRECTOR'S SIGNATURE _____ DATE _____

(If employee of School of Journalism and Mass Communications)

**To find your VIP number, log on to VIP as you normally would with your SS#, go to "Personal", and then click on "My VIP and Password". It's an 8-digit number. Social Security numbers are no longer being used to process Travel Authorizations