

RESEARCH TRAVEL EXPENSE FORM

PLEASE TYPE OR PRINT CLEARLY

For Office Use Only

Date Received: _____

Date Approved: _____

Traveler (Full Legal Name):	Date:
Address:	Phone:
City/State:	Zip Code:
Email Address:	

Conference/Registration Fee (Please attach your abstract and conference program)	
Conference Name:	Due By:
City/State:	Cost:
Date of Conference:	Already Paid?

Hotel	
Name of Hotel:	Due By:
City/State:	Cost:
Check In Date:	Check Out Date:
Already Paid?	

Airfare (tickets are non-refundable and non-transferable): *Required per TSA		
Airline Name:		Estimated Cost:
Frequent Flyer #:		Already Purchased?
Departure Date/Flight #:	Preferred Time:	*Date of Birth:
Return Date/Flight #:	Preferred Time:	*Gender:

Ground Transportation		
Will be using Personal Vehicle?	Estimated Mileage @	Cents Per Mile:
Estimated Cost:		
Rental Car?	Pick Up Date & Time:	
Already Reserved?	Return Date & Time:	

Other Expenses (Please itemize, i.e.: Tolls, Parking fees, Uber, Lyft)	
Parking fees:	Uber / Lyft:
Tolls:	

Total Estimated Expenses: \$ _____

Approval: _____
 Leslie LaConte, Assistant Dean of Research

Approval: _____
 Tracey Criss, Associate Dean for Clinical Sciences Yrs 3 & 4

Approval: _____
 Richard Vari, Senior Dean for Academic Affairs

Travel Procedures

Requesting Travel Services

- Complete "Research Travel Expense" form and attach submitted abstract, conference program showing scheduled student presentation and completed conference registration form.
- Have form approved by ASSISTANT DEAN OF RESEARCH and ASSOCIATE DEAN FOR CLINICAL SCIENCES YEARS 3 & 4. Assistant Dean will forward the request to the SENIOR DEAN FOR ACADEMIC AFFAIRS for final approval.
- In order to receive reimbursement, approval and all signatures must be obtained on the Research Time Away Request Addendum prior to travel.

Completing Travel Request Form

Section 1

- Complete ALL information; do not assume we know your legal name, phone number, department, etc.
- To ensure that your travel needs are met, your request should be received 4 weeks before the conference date. All information must be complete to process your request.

Section 2 - Registration and Hotel

- Conference/Registration Form: Indicate if you have already paid for the conference. If the registration is to be completed on-line only, please include the web site address, and complete the registration form and print each page as you complete the process. Do not submit. Send the completed registration pages along with your Travel Request. Please include password and ID if needed. Research Domain will register and pay on-line based on the information you provide.
- Due by date: Provide the due date and submit as early as possible. Please advise if you are attending a conference that fills up quickly.
- Hotel: Include hotel information with your Travel Request. Hotels sell out quicker during peak travel seasons (summer and holidays). Once the block is full, higher rates will apply. You can use your personal credit card to hold your room. Include the confirmation number, room, and tax information on your Travel Request and we will prepay the hotel. Indicate if you have already paid for the hotel.
- Due by date: Indicate the deadline, if any, on your Travel Request. If you know the hotel fills up quickly, please advise so that Travel Services can reserve your room as soon as possible.
- Check In and Out Dates: Include the actual dates of your stay.

Section 3 - Airfare

- Frequent Flyer Number: Include airline frequent flyer numbers (will be credited to the traveler).
- Time of Travel: List the specific flight number and time of day for when you would like to depart. We will contact you with flight options prior to booking the flight.
- Required fields: Be sure to complete the date of birth and gender sections in the space provided. This is required per TSA.

Section 4 - Ground Transportation

- Personal vehicle: Complete the estimated mileage section. The current rate of reimbursement is .54 cents per mile.
- Rental Car Requirements: Must be 21 years of age and have a valid driver's license. The rental car agency has the option to check your driving record and can refuse to rent. You must have a valid credit card (not debit card) with enough open credit to rent the vehicle. This cannot be pre-paid, but will reimburse upon return. Deny insurance option.
- Local Car rentals: Complete the date and time of pick-up and return.
- Other Expenses: Parking, shuttle, cabs, tolls and tips. Estimate these expenses.