

WESTERN CONNECTICUT STATE UNIVERSITY
REQUEST FOR PROFESSIONAL TRAVEL WORKSHEET

*TRAVEL AUTHORIZATION NEEDS TO BE COMPLETED AND RECEIVED IN THE FISCAL AFFAIRS
OFFICE 2 WEEKS PRIOR TO THE TRIP*

Name:		Home Phone:	Banner ID:
Title:		Work Phone:	E-Mail:
<input type="checkbox"/> AAUP	<input type="checkbox"/> MGMT	<input type="checkbox"/> SUOAF-AFSCME	<input type="checkbox"/> OTHER (specify)
Itinerary - Travel most always starts from home and returns to home			
Travel From:		Depart on (date)	at (time)
Travel To:		Return on (date)	at (time)
Purpose of Travel: (Attach Conference Information to Travel Authorization)			
Are you flying out of Bradley Airport? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, Parking Permit required from travel office, please check appropriate box on travel authorization			
Is the University pre-paying the registration fee? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, the vendor FEIN is mandatory:			
Is a travel advance being requested? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, up to 80% of the un-paid balance can be requested. \$			

<p>Lodging: Please make every effort to obtain lowest cost possible</p> <p>How many nights? _____</p> <p>Cost per night? _____</p> <p>Tax per night? _____</p> <p style="text-align: right;">Total Cost \$ _____</p> <p style="text-align: right;">(transfer lodging cost to lodging line on right)</p>	<p>Total Cost (Itemize)</p> <p>Airfare/Rail fare \$ _____</p> <p>Registration Fee \$ _____</p> <p>Rental Car* \$ _____</p> <p>Taxi/Limo \$ _____</p> <p>Parking/Tolls \$ _____</p> <p>Other (specify) _____ \$ _____</p> <p>Lodging \$ _____</p> <p>Meals \$ _____</p> <p>Mileage \$ _____</p> <p style="text-align: right;">Total Cost \$ _____</p>
<p>Meals: M&IE rates can be found at WWW.GSA.GOV</p> <p>How many days are you traveling?</p> <p>_____ @ per diem \$ _____</p> <p>Are any meals included in the conference?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please list meals included:</p> <p>_____</p> <p>_____</p> <p style="text-align: center;">No meals for one day trips</p>	<p>*Rental Car requests must be justified in writing on a Policy Exception Form and submitted with your travel authorization.</p>
<p>Mileage: Insurance declaration page required for reimbursement</p> <p>How many miles _____ X 56 cents per mile</p> <p style="text-align: right;">Total Mileage \$ _____</p> <p style="text-align: right;">(transfer mileage cost to mileage line on right)</p>	<p style="text-align: right;">Form Revised 2/21</p>

Account Number: (Banner Org)		Amount Approved: \$
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**COMPLETE RULES AND INSTRUCTIONS REGARDING TRAVEL CAN BE OBTAINED FROM
WWW.WCSU.EDU/TRAVEL
OR CALLING THE FISCAL AFFAIRS OFFICE AT 837-8505**