

WESTERN CONNECTICUT STATE UNIVERSITY
REQUEST FOR PROFESSIONAL TRAVEL WORKSHEET

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

Name:		Home Phone:		Banner ID:	
Title:		Work Phone:			
<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)					
Is the University pre-paying the registration fee with a check? <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. \$					
Lodging: Please make every effort to obtain lowest cost possible How many nights? _____ Cost per night? _____ Tax per night? _____ <div style="text-align: right;">Total Cost \$ _____ (transfer lodging cost to lodging line on right)</div>			Total Cost (Itemize) Airfare/Rail fare \$ _____ Registration Fee \$ _____ Rental Car* \$ _____ Taxi/Limo \$ _____ Parking/Tolls \$ _____ Other (specify) _____ \$ _____ Lodging \$ _____ Meals \$ _____ Mileage \$ _____ <div style="text-align: right;">Total Cost \$ _____</div>		
Meals: M&IE rates can be found at WWW.GSA.GOV How many days are you traveling? _____ @ per diem \$ _____ Are any meals included in the conference? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list meals included: _____ _____ <div style="text-align: center;">No meals for one day trips</div>			<div style="background-color: yellow; padding: 5px;"> *Rental Car requests must be justified in writing on a Policy Exception Form and submitted with your travel authorization. </div>		
Mileage: Insurance declaration page required for reimbursement How many miles _____ X .655 cents per mile <div style="text-align: right;">Total Mileage\$ _____ (transfer mileage cost to mileage line on right)</div>					
Banner Org:				Amount Approved \$	

Form Revised 2/23

**COMPLETE POLICIES AND INSTRUCTIONS REGARDING TRAVEL CAN BE OBTAINED FROM
WWW.WCSU.CTSTATEU.EDU/TRAVEL
OR CALLING THE TRAVEL OFFICE AT 837-8505**