

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. \$			
<b>Lodging:</b> Please make every effort to obtain lowest cost possible  How many nights? _____ Cost per night? _____ Tax per night? _____ Total Cost \$ _____ (transfer lodging cost to lodging line on right)		<b>Total Cost (Itemize)</b>  Airfare/Rail fare \$ _____ Registration Fee \$ _____ Rental Car* \$ _____ Taxi/Limo \$ _____ Parking/Tolls \$ _____ Other (specify) _____ \$ _____ Lodging \$ _____ Meals \$ _____ Mileage \$ _____ Total Cost \$ _____	
<b>Meals:</b> 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: _____ _____ No meals for one day trips		*Rental Car requests must be justified in writing on a Policy Exception Form and submitted with your travel authorization.	
<b>Mileage:</b> Insurance declaration page required for reimbursement  How many miles _____ X .725 cents per mile  Total Mileage \$ _____ (transfer mileage cost to mileage line on right)		Form Revised 5/26	
Banner Org:		Amount Approved \$	

**COMPLETE POLICIES AND INSTRUCTIONS REGARDING TRAVEL CAN BE OBTAINED FROM  
[WWW.WCSU.EDU/TRAVEL](http://WWW.WCSU.EDU/TRAVEL)  
OR CALLING THE TRAVEL OFFICE AT 837-8505**