

# Travel Request Form

Walker Institute of International and Area Studies

<b>Name of Travelor:</b> _____	<b>VIP ID #:</b> _____ <small>8 DIGIT #</small>
<b>Destination City:</b> _____	<b>Destination State:</b> _____
<b>Departure Date:</b> _____	<b>Return Date:</b> _____
<b>Purpose of Travel:</b>	
Presentation: <input type="checkbox"/>	Invited Speaker: <input type="checkbox"/>
Conference: <input type="checkbox"/>	Other: <input type="checkbox"/>

## Estimated Travel Expenses Incurred

<b>Airfare</b>		you can either have a rental car or have mileage for reimb. x      0.50 <input type="checkbox"/> *amount is predetermined
<b>Rental Car Fee &amp; Gas</b>		
<b>Personal Car: Mileage</b>		
<b>Per Diem</b>		
<b>Hotel</b>		
<b>Registration Fees</b>		
<b>Baggage Fees</b>		
<b>Local Transprotation</b>		
<b>Parking</b>		
<b>Other</b>		
<b>Honorarium</b>		
<b>TOTAL COST FOR DEPT.</b>		

## Co-Sponsors (if applicable)

List Any Co-Sponsors :	Amount:	
1.		
2.		
3.		
4.		
5.		
6.		
<b>TOTAL SPONSOR FUNDS</b>		

<b>OFFICE USE ONLY</b>
<b>Status:</b>    <b>Funds Prior: \$</b> <b>Initials:</b> _____ <b>Date:</b> _____

**REQUESTED BY** \_\_\_\_\_  
**DEPARTMENT** \_\_\_\_\_

\*Forms must be submitted to Walker Institute 3 weeks in advance\*