

Civil Engineering Travel Request

Date: _____

Travelers Name: _____

Trip Location: City: _____ State: _____ Country: _____

Dates of Travel: Start Date: ____/____/____ End Date: ____/____/____

Personal Travel: Yes No Dates: _____

If anyone else is traveling with you, provide names/relationship: _____

Travel Purpose: Conferences Academic Conferences Research Research Business Meetings
Development Training Other: _____

Vehicle for Trip: Personal Rental University (requires Form 1)

Account 1: _____ % **Account 2:** _____ %

Account 3: _____ % **Account 4:** _____ %

Benefit to 8 : _____

u) : _____

Expense Information	No cost travel
Hotel	\$ _____
Airfare	\$ _____
Car Rental	\$ _____
Registration Expense	\$ _____
Fixed Meals	Days: _____
Personal Car Mileage	Indy O'Hare Midway Other _____
Parking	\$ _____
Baggage	\$ _____
Other: _____	\$ _____
Other: _____	\$ _____

Comments/Additional Information: