

**University of Illinois at URBANA-CHAMPAIGN**  
**Department of Physics**

TODAY'S DATE

**REQUEST FOR APPROVAL OF TRAVEL**  
**TO BE COMPLETED BEFORE TRIP IS TAKEN**

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<b>TRAVELER'S NAME</b>		<b>TRAVELER'S SIGNATURE</b>		
<input type="checkbox"/> Faculty/Staff <input type="checkbox"/> Graduate Student		<input type="checkbox"/> Official Travel <input type="checkbox"/> Personal Travel		
<b>DESTINATION (City, State, Country)</b>	<b>DEPARTURE DATE</b>	<b>RETURN DATE</b>	<b>EST. COST</b>	
<b>Primary Method of Transportation</b>				
<input type="checkbox"/> Commercial Plane <input type="checkbox"/> University Car <input type="checkbox"/> Rental Car <input type="checkbox"/> Personal Car <input type="checkbox"/> Rail <input type="checkbox"/> Bus				
<input type="checkbox"/> Other <span style="border: 1px solid black; display: inline-block; width: 600px; height: 15px; vertical-align: middle;"></span>				
<b>PURPOSE OF TRIP, COMMENTS</b>				
Charge to: <input type="checkbox"/> DOE Main Grant <input type="checkbox"/> DOE Theory <input type="checkbox"/> Other <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px; vertical-align: middle;"></span>				
Please indicate which project this relates to (i.e. CDF, ATLAS, etc.): <span style="border: 1px solid black; display: inline-block; width: 200px; height: 15px; vertical-align: middle;"></span>				
Reimbursement: <input type="checkbox"/> Full <input type="checkbox"/> Partial <input type="checkbox"/> None		Cash advance? <input type="checkbox"/> Yes    Amount <span style="border: 1px solid black; display: inline-block; width: 50px; height: 15px; vertical-align: middle;"></span> <input type="checkbox"/> No		

- Notes
1. Route all approval forms through the Business Manager.
  2. For travel on grants/contracts funds, the travel must be related to the sponsored research and there must be funds available in the account to cover the costs incurred. For travel on other funds, the travel must benefit the Department of Physics. If funds are not available, see the Business Manager for further information.
  3. Traveler understands that travel reimbursement will be taxable if receipts are not submitted in a timely manner (15 days when a travel advance is given, 30 days normally, 50 days for unusual circumstances).
  4. Traveler acknowledges that if reimbursement of travel costs are received from another party and those costs were paid for from University funds, traveler will reimburse UIUC for the amount received.

List any classes you will miss while away. Please include course, section, start and end times, and the arrangements you have made. You must provide make-up classes, substitute lecturers, or account for the class time in some way.

**THIS SECTION TO BE COMPLETED BY BUSINESS MANAGER:**

Campus	Fund	Organization	Account	Program	Activity
1					
Are travel \$ available in budget? <input type="checkbox"/> Yes <input type="checkbox"/> No		Travel booked on P-card? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Travel booked on T-Card? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, enter log number(s): <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px; vertical-align: middle;"></span>			