

University of Illinois at Urbana-Champaign
Department of Physics

REQUEST FOR APPROVAL OF TRAVEL
To be completed BEFORE trip is taken.

Traveler's Name:		Today's Date:	
Faculty	Staff	PDRA	Grad Student
Destination (city, state, country):			
Venue/Location:			
Purpose of Trip:			
Primary Method of Transportation:			
Departure Date:		Return Date:	
Est. Cost:			
Charge to:			
Please indicate which project this relates to (i.e. ATLAS, g-2, etc.):			
Reimbursement:	Full	Partial	None
Cash Advance:	Yes	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 the University 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:

Fund:			
Organization:			
Program:			
Activity:			
Are travel \$ available in budget?	Yes	No	
Travel booked on T-Card?	Yes	No	If yes, enter ER number(s):
Travel booked on P-Card?	Yes	No	If yes, enter log number(s):