

(For travel office use only)

Authorization #	
SF182 Training #	
Accounting Code	

(PMRU / ASRU / ADMIN / O&M / OTHER _____)

NPARL TRAVEL REQUEST WORKSHEET

This is used to estimate/obligate funds for travel incurring per diem, hotel, or transportation expenses. Submit 2-4 weeks in advance for domestic and 2-3 months in advance for foreign or sponsored travel. (Must be signed by the Supervisor)

Traveler:							
Departure Date:				Return Date:			
Destination:							
Purpose Code:		Award Conference Mission		Outreach/Presentation Pre-Employment Instructor (provide training to others)		Training (attach SF-182)	
Meeting Title/Purpose:							
Is the meeting ARS sponsored?				Contributed Funds?			
Transportation needed (mark with X):							
GOV:		POV:		Airline:		Train	
Do you need a rental car?				Yes:		No:	
Have you made your own hotel reservations?				Yes:		No:	
Contact Address and Phone Number (hotel/office/cell phone):							
Annual Leave Taken?				Is family traveling with you?			
Additional Notes (i.e. name of other employees traveling with you, reason to use POV, preferred airports/airlines/hotels, etc.):							
Are you willing to purchase a non-refundable ticket in efforts to save research funds?							
Signature authorizing travel:						Date:	