

Authorization #	
SF182 Training #	
Accounting Code	
ASRU / PMRU / ADMIN / O&M / OTHER _____	

NPARL TRAVEL REQUEST WORKSHEET

This form is used to estimate/obligate funds for travel incurring per diem, hotel, or transportation expenses. Submit 2-4 weeks in advance for domestic travel and 2½ -3 months in advance for foreign or sponsored travel.

Traveler:				ARS employee?	
Departure Date:			Return Date:		
Destination City/State/County:					
<i>Foreign Trips: Remember to report all foreign trips to US Bank (call the number on the back of the card, press * for representative)</i>					
Meeting Title/Purpose:					
• Attach presentation abstract.			• Attach conference or training registration.		
• Is it contributed travel?		Sponsor Name:			
Leaving from:	Station	Home	Other Address:		
Transportation type needed (mark with X for each):					
GOV:		POV:		Airline:	Train
Do you need a rental car?				Yes:	No:
Have you made your own hotel reservations?				Yes:	No:
What is the name of your hotel preference?					
• What is the confirmation number?					
Contact Address and Phone Number (hotel/office/cell phone):					
Annual Leave Taken?		Is family traveling with you?			
What dates are you not on official duty?					
Are you willing to purchase a non-refundable ticket in efforts to save research funds?					
Additional Information (preferred arrival or departure city and/or time, seating preference):					
Supervisor Signature: (permits travel for employee) (RL digitally signs Concur Authorization)					Date: