

TRAINING/TRAVEL REQUEST

04/2016



This form is required for in-state travel with an overnight stay or within city limits if reimbursement is requested and for all foreign and out-of-state travel. Please attach all training/travel information including completed registration form. After you have obtained all necessary signatures, return form to Ana Castillo, PPE 5th floor lobby. **ALL REQUESTS MUST HAVE FINAL APPROVAL AT LEAST TWO WEEKS PRIOR TO TRAVELING, THREE WEEKS IF CASH ADVANCE IS REQUESTED.**

GENERAL INFORMATION

Full Name *(as it appears on your driver's license - needed to book airfare flights)* _____ UT EID _____

Section _____ Cell Number *(for airfare cancellation alerts)* _____ Date Submitted _____

ABOUT THIS TRAINING/TRAVEL

Event Type: Conference/Training License/Certification Site Visit Training Materials Only

Event Name _____

Departure/Start Date _____ Time _____ A.M. / P.M. Return/End Date _____ Time _____ A.M. / P.M.

Destination (address, city, state) _____

Purpose of Travel _____

EXPENSES PER PERSON

Registration Fee:	
Airfare:	
Lodging*:	
Meals:	
Rental Car:	
Other Expenses:	
TOTAL EXPENSES:	

OTHER EMPLOYEES**

UT EID

YES NO

Rental car on direct bill?		
Mileage for personal car?		
Request Reimbursement?		
Request Cash Advance?		

*For overnight stays in Texas please use the [Texas Hotel Occupancy Tax Exempt Form](#).

****SUPERVISOR:** If two or more employees are traveling to the same direction, they **MUST** travel in the same vehicle in order to be reimbursed for mileage.

AIRFARE ONLY

Determines flight itinerary schedule and for reimbursement purposes. Please fill out what dates and times you'd like your airfare ticket booked.

OUTBOUND FLIGHT

Depart From / Arrive In _____ A.M. / P.M.
Destination (city, state) _____ Date _____ Time _____

RETURN FLIGHT

Depart From / Arrive In _____ A.M. / P.M.
Destination (city, state) _____ Date _____ Time _____

AUTHORIZATION

Supervisor _____ Date _____

Manager _____ Date _____

Asst/Assoc Director _____ Date _____

Associate Vice President _____ Date _____

ADMIN USE ONLY	
<input type="checkbox"/>	Registration/Payment
<input type="checkbox"/>	IDT Account #
<input type="checkbox"/>	VE5
<input type="checkbox"/>	Credit Card Form
<input type="checkbox"/>	Airfare
<input type="checkbox"/>	Hotel
<input type="checkbox"/>	Rental Car-Anthony Travel
<input type="checkbox"/>	RC Direct Billing Request-Travel Mgmt
<input type="checkbox"/>	Email Travel Guidelines/Cc: Supervisor
<input type="checkbox"/>	Email TX Hotel Occupancy Exempt Form
<input type="checkbox"/>	Mileage Log Sheet
<input type="checkbox"/>	VPUO Out of Office
<input type="checkbox"/>	Add travel itinerary to calendar
<input type="checkbox"/>	Reschedule existing meetings
<input type="checkbox"/>	Database Entry

TRAINING/TRAVEL REQUEST CHECKLIST

Please take the following steps to ensure that your request is processed in a timely manner.

SUBMITTING YOUR TRAINING/TRAVEL REQUEST

STEP I	COMPLETED
Complete Training/Travel Request Form. If attending a training/conference, enter start/end date and time. If traveling to a site visit, enter departure/return date and time.	
Complete event registration form if attending a conference or training and return to Ana Castillo. If event registration form is online, fill out and print but DO NOT REGISTER OR SUBMIT PAYMENT .	
Submit Training/Travel Request Form and event registration application to supervisor, manager, and assistant/associate director to receive signature approval.	
Submit all documentation to Ana to ensure you are registered to the conference with the appropriate class selection if applicable. She will submit payment if any fees are required.	

IF TRAVELING REQUIRES OVERNIGHT STAY OR FLYING

STEP II	COMPLETED
On AIRFARE ONLY section, check depart from/arrive in and enter destination. On date and time fields be specific since this determines flight itinerary schedule and travel reimbursement.	
Make your own hotel reservation. This is a UT reimbursable expense.	
When flying, you will receive a travel itinerary from travel agent and Ana through e-mail. Contact Ana directly for any changes. Be aware of itinerary deadlines.	
After your trip, turn in your original receipts for hotel, rental car (if not direct billed), parking, etc. to Ana, PPE 5 th floor lobby. Note: all receipts MUST be submitted within 30 days.	

WHAT TO EXPECT AS WE PROCESS YOUR TRAINING/TRAVEL REQUEST

AFTER approvals have been obtained and registration has been completed on behalf of employee:	
Receive e-mail from Ana stating you have been approved for your class/travel and are registered.	
Depending on training establishment, you or Ana will receive written confirmation of registration through e-mail or mail.	
If you receive confirmation, forward copy to Ana. If Ana receives confirmation, she will forward you a copy.	
If you do not get confirmation from the training establishment contact Ana.	