

**PRE-Travel Request Form**  
**Department of Geoscience**  
**For Spend Authorization**

Travel requests should be submitted at least 2 weeks prior to departure

**Traveler Name:** \_\_\_\_\_

Status: Faculty/Staff    Post Doc    Grad Student    Undergrad

**Travel Information**

Purpose of Travel: \_\_\_\_\_

Name of Conference/Meeting: \_\_\_\_\_

Conference/Meeting Website: \_\_\_\_\_

Destination(s): \_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Will any of this trip be for personal travel? YES    NO    Dates: \_\_\_\_\_

**Flight Information:**

Estimated Cost: \_\_\_\_\_ Pcard    Personal Funds

Departure: Airline: \_\_\_\_\_ Date \_\_\_\_\_ Time: \_\_\_\_\_

Return:    Airline: \_\_\_\_\_ Date \_\_\_\_\_ Time: \_\_\_\_\_

**Lodging Information:**

Estimated Cost: \_\_\_\_\_ Pcard    Personal Funds

**Ground Transportation:**

Estimated Cost: \_\_\_\_\_ Pcard    Personal Funds

**Conference Registration:**

Estimated Cost: \_\_\_\_\_ Pcard    Personal Funds

**Meal Per Diem:**

Claiming Per Diem? YES    NO

Claiming full per diem allowable? YES    Other:

**Funding:**

Worktag # (ex.PG12345): \_\_\_\_\_

**Approvals:**

Supervisor Name/Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: (ex. Driving personal vehicle, no lodging needed, other agency funding, etc.)