

# College of Engineering Travel Request & Approval Form

(Approval Required for Expected Reimbursement of more than \$100)

Date of Request: \_\_\_\_\_

Traveler Full Name: \_\_\_\_\_

Name of Traveler's Supervisor: \_\_\_\_\_

Faculty \_\_\_\_\_ Staff \_\_\_\_\_ RA/TA \_\_\_\_\_ Student \_\_\_\_\_

Travel Destination: \_\_\_\_\_

Purpose of Travel (specify business purpose of the trip, i.e., give conference name, workshop name, meeting name, agenda, etc):

\_\_\_\_\_

Dates of Travel: Departing: \_\_\_\_\_ Returning: \_\_\_\_\_

Account number for charges: \_\_\_\_\_

Estimated cost of travel: \_\_\_\_\_

Will a university procard be used for this travel? Yes \_\_\_\_\_ No \_\_\_\_\_

Is any personal travel included with this trip? Yes \_\_\_\_\_ No \_\_\_\_\_  
(i.e., traveling early and/or staying later than would be necessary for business purpose).

If yes, provide dates of personal travel: \_\_\_\_\_

**If personal travel is included: The ProCard may not be used for airfare and a valid cost comparison from Concur must be obtained for what the airfare would cost if traveler were flying only on official UK business. The cost comparison must be completed and printed on the same day the airline ticket is purchased.**

If you will be missing any classes, please indicate if there is a contact person (faculty or graduate student) who will be covering your class duties during your absence, or if other arrangements have been made.

If using any departmental resources (as opposed to grant or contract funds) for this travel, please document the justification and any prior correspondence with the Chair. Also include estimates of expenses (travel costs, lodging, subsistence, registration costs, etc.). **Unless you specifically request departmental resources and get approval in advance, you must have grant or other funds that will cover your expenses.**

\_\_\_\_\_

Traveler Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approval Signature: \_\_\_\_\_

Date: \_\_\_\_\_

UK Travel Reimbursement policy can be found at: <http://www.uky.edu/EVPFA/Controller/files/BPM/E-5-1.pdf>

Name: \_\_\_\_\_

**CONFERENCE REGISTRATION REQUEST (complete if you are requesting conference registration to be charged to ME ProCard and charged to account provided).**

Name of Conference: \_\_\_\_\_ Conference Dates: \_\_\_\_\_

Conference website: \_\_\_\_\_

Location: \_\_\_\_\_ Dates Attending: \_\_\_\_\_

Attending As: \_\_\_\_\_ Confirmation # \_\_\_\_\_

**AIR TRANSPORTATION (complete only if you are requesting airfare to be charged to ME ProCard and charged to account above OR if a Cost Comparison is required).**

Departure City \_\_\_\_\_ Destination City \_\_\_\_\_

Departure Date \_\_\_\_\_ Time \_\_\_\_\_ Return Date \_\_\_\_\_ Time \_\_\_\_\_

E Ticket # \_\_\_\_\_ Airline \_\_\_\_\_

**LODGING REQUEST (complete only if you are requesting lodging to be charged to ME ProCard and charged to account provided above). If you are combining personal and business travel, only lodging expenses for the nights related to the business purpose of the trip may be put on the ProCard.**

Location (City, State) of hotel \_\_\_\_\_ Hotel Requested \_\_\_\_\_

Check-in date \_\_\_\_\_ Check-out date \_\_\_\_\_

King size or 2 double/queen beds \_\_\_\_\_ # of people in room \_\_\_\_\_

Special Needs/Requests: \_\_\_\_\_

Hotel Reserved: \_\_\_\_\_ Confirmation Number \_\_\_\_\_

**AUTOMOBILE REQUEST (complete only if you are requesting a Car Rental or a Motor Pool Vehicle).**

Car Rental (typically reserved with Airfare using Concur)

Pick-up location \_\_\_\_\_ Type of Vehicle: \_\_\_\_\_

Pick-up date \_\_\_\_\_ Return date \_\_\_\_\_

Justification for car rental: \_\_\_\_\_

Confirmation # \_\_\_\_\_

**UK Motor Pool Vehicle: Has MVR form been faxed to UK Risk Management for all drivers? \_\_\_\_\_ Yes \_\_\_\_\_ No**

**MVR is required if you are driving any vehicle (even a personal vehicle or rental vehicle) on UK Business.**

Name of Driver(s) \_\_\_\_\_ Type of Vehicle: \_\_\_\_\_

Destination (City, State) \_\_\_\_\_ Pick-up date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Confirmation # \_\_\_\_\_

**Note: all travel and trip expenses must comply with university regulations in order to be eligible for payment or reimbursement. Final reimbursement amounts will be determined once a travel voucher has been submitted, reviewed and approved. \_\_\_\_\_ initial**