



# Electrical and Computer Engineering

Traveler's Name \_\_\_\_\_

Date \_\_\_\_\_

**EVENT INFORMATION**

Faculty \_\_\_\_\_

Staff \_\_\_\_\_

Student \_\_\_\_\_

Title of Event	Purpose of the travel		
Dates of Event	Is personal travel included?	Yes	No
Event Location	Details of personal travel		

**\*If personal travel is included, you must purchase the trip using your own debit/credit card. You will be reimbursed for the business portion of the trip\***

**Event Registration**

Estimated Amount \$ \_\_\_\_\_

To be completed by \_\_\_\_\_

Business Office \_\_\_\_\_

Traveler \_\_\_\_\_

Website	Early bird deadline
Login Username	Log in Password

Please remember if UK pays for your registration an agenda must be provided upon your return.

**Hotel**

Estimated Amount \$ \_\_\_\_\_

To be completed by \_\_\_\_\_

Business Office \_\_\_\_\_

Traveler \_\_\_\_\_

Check in	Check out	Bed Preference	King	Double	Any
Sharing Room	Yes No	UK	NON-UK	Sharing with whom?	
Confirmation # _____					
<b>Hotel detail in order of preference</b>					
1 Hotel Name			1 Phone #/Website		
2 Hotel Name			2 Phone #/ Website		

**Air Fare**

Estimated Amount \$ \_\_\_\_\_

**BUSINESS OFFICE MUST CREATE A COST COMPARISON IF YOU BUY YOUR OWN TICKET**

Departure Date	Departure Time	Preferred Airline
Return Date	Return Time	Rewards number
<b>PREFERRED FLIGHTS:</b>		

**Other Expenses**

Estimated Amount \$ \_\_\_\_\_

To be completed by \_\_\_\_\_

Business Office \_\_\_\_\_

Traveler \_\_\_\_\_

Per Diem	\$ _____	Miscellaneous	\$ _____
Rental Car	\$ _____	Number of Miles	_____
Taxi	\$ _____	<b>(Attach MapQuest or Google Maps with to and from addresses)</b>	

**ACCOUNT NUMBER ESTIMATED AMOUNT \$**

_____	\$ _____	Traveler Signature _____	Date _____
_____	\$ _____		
_____	\$ _____		

College Approval \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

**GRANT FUNDING ONLY**

PI Approval Signature (Grants only) \_\_\_\_\_

Date \_\_\_\_\_

**If travelling on a grant the PI initials on this statement are REQUIRED:** The PI has verified that this travel is directly related to the scientific aims and/or the research strategy of this project.