



New Supplement Revised Application No. _____

Registration No. _____

Prepared by: _____

Phone: _____ M/S _____

INTERNATIONAL TRAVEL APPLICATION

Traveler's Name: _____ Group Leader Yes No Volunteer: Yes No

Home Address: _____

Employee ID: _____ Department: _____

TRAVEL ITINERARY

Destination(s) Country/Region: _____

Purpose of Trip: _____

Date(s): Departing: _____ Returning: _____ Number of Personal Days (if any) _____

ESTIMATED TRAVEL EXPENSES

Train State Car Rental Vehicle Plane (Direct Bill) _____

Privately Owned Vehicle (Authorization form must be on file) _____

International Insurance Fee \$60.00 (Mandatory) _____

Maximum Federal Per Diem Rate (includes lodging, meals, & incidentals) _____

Other _____

Enrolled in STEP (<https://travelregistration.state.gov>) _____ (applicant's initials)

Total: \$ _____

State contract rates have been used where available _____ (applicant's initials)

If trip is to be reimbursed by other funds/agency, enter name of agency: _____

PEOPLESOFT CHARTFIELDS

Amount (Authorized by Dept for reimb.)	Account	Fund	Dept. ID	Program	Class	Project
\$ _____						
\$ _____						
\$ _____						

REGISTRATION FEES (Registration form must be attached)

Prepaid by: Pro Card (Attach receipt) Personal Check or credit card (Attach receipt)

To be paid by Accounting:	Account	Fund	Dept. ID	Program	Class	Project
\$ _____						

Check Payable to: _____ Mail check by (date): _____

Remit address: _____

ADVANCE - FOR GROUP / STUDENT TRAVEL ONLY

Advance requested in the amount of \$ _____ to be paid by (date) _____

APPROVING SIGNATURES

Applicant's Signature _____ Date _____

Director / Dean (if applicable) _____ Date _____

Authorized Signature for Dept. ID# _____ Date _____

Provost / V.P. (if applicable) _____ Date _____

AVP Finance _____ Date _____

President _____ Date _____

Risk Management Manager _____ Date _____

Risk Management use only
Ofc of the Chancellor approval attached (if applicable) _____ (initial)
FTIP form on file _____ (initial)

Travel Expense Claims are due in the Accounting office no later than 30 days from the trip return date.