

NAME: _____

**OUT-OF-STATE TRAVEL REQUEST
TROPICAL PLANT & SOIL SCIENCES
WORK COPY**

Please complete all items below as well as attachments and turn them in to your secretary to make travel request/requisition:

Source of funds (Account number) Provide breakdown if more than one account number used:

1. Estimated out-of-state travel cost:

a.) FAR rate: _____ = _____

Lodging: _____ x _____ No. of days = _____

M&IE: _____ x _____ No. of days = _____

b) Airfare (Attach itinerary) = _____

Payment by: P.O. _____ P-Card _____ Personal CC _____

c) Taxi and/or Parking or both = _____

d) Mileage: = _____

e) Conference fee = _____

f) Excess lodging = _____

(Excess Lodging is not given as part of your advance. You must provide the calculation for the excess lodging and provide a justification for the excess lodging.)

g) Other _____ = _____

TOTAL = _____

Check web site for per diem rates: <http://www.defensetravel.dod.mil/perdiem/perdiemrates.html>

2. **Attach any correspondence, invitation, program, etc., relating to this trip.**

3. Is cash advance requested at this time? YES _____ NO _____

(If yes, be sure to turn in your travel completion with all receipts applicable documents **7 days** after return.)

REMINDER: When traveling, please be sure to keep all receipts to be claimed on completion report.

4. Due date in Tropical Plant & Soil Sciences Office:

a. Travel Request with advance - **DUE 30 working days before travel date.**

b. Travel Request without advance - **DUE 10 working days before travel date.**

**TROPICAL PLANT AND SOIL SCIENCES
OUT-OF-STATE TRAVEL**

PURPOSE: (Indicate what you will be doing including name and date of conference/workshop/meeting.)

PROPOSED ITINERARY: (Attach itinerary)

Official Vacation
Time Time
(X) (X)

Date(s)

Location

Date(s)	Location	Official Time (X)	Vacation Time (X)

JUSTIFICATION: (Indicate what you will be doing and why trip is necessary; how it relates to official duties/function; how it will benefit the University/State; impact of non-attendance).

_____ I am not teaching during this period.

_____ I have found a replacement to teach my courses during this period.

_____ Trip has been properly authorized in the contract/grant budget and funds are available.

_____ Trip has been specifically authorized in writing by the granting agency and funds are available.