



SUPPLEMENTAL TRAVEL INFORMATION FORM

(Required for all A&L Travel Requests)

Traveler Name:

Location of Travel: **Date(s) of Travel:**

Detailed Justification: *(explain why your travel is mission critical to the University – attach all supporting documents, see checklist below)*

Describe Course Coverage:

Budget Breakdown:

Airfare/Transportation	<input style="width: 100%;" type="text"/>
Lodging	<input style="width: 100%;" type="text"/>
Taxi/Shuttle/Rideshare	<input style="width: 100%;" type="text"/>
Parking/Tolls	<input style="width: 100%;" type="text"/>
Meals	<input style="width: 100%;" type="text"/>
Registration Fees	<input style="width: 100%;" type="text"/>
Incidentals	<input style="width: 100%;" type="text"/>
Misc.	<input style="width: 100%;" type="text"/>
Total Estimated Cost	<input style="width: 100%;" type="text"/>

Funding Sources:

Self-Funded (use this section if awaiting funds)	<input style="width: 100%;" type="text"/>
A&L Travel Grant	<input style="width: 100%;" type="text"/>
A&L Start-Up Travel	<input style="width: 100%;" type="text"/>
A&L Start-Up Prof. Dev.	<input style="width: 100%;" type="text"/>
A&L SCA Grant	<input style="width: 100%;" type="text"/>
Other	<input style="width: 100%;" type="text"/> Amount <input style="width: 100%;" type="text"/>
Other	<input style="width: 100%;" type="text"/> Amount <input style="width: 100%;" type="text"/>
Other	<input style="width: 100%;" type="text"/> Amount <input style="width: 100%;" type="text"/>
← Amounts Must Match →	Total Funding Cost <input style="width: 100%;" type="text"/>

Justification for Lodging Rate Exception

(Only complete if travel is funded by the University and pre-tax rate is in excess of \$275/night. Include evidence of cost comparison search.)

Checklist (required if applicable):

- Award letter/evidence of further funding source.
- Abstract of paper to be presented/researched to be conducted.
- Copy of the conference invitation and/or registration confirmation
- Justification for late submission.