

University of Illinois at Urbana-Champaign  
Department of Physics

**REQUEST FOR APPROVAL OF TRAVEL**  
To be completed BEFORE trip is taken.

Traveler's Name: _____		Today's Date: _____	
<input type="checkbox"/> Faculty	<input type="checkbox"/> Staff	<input type="checkbox"/> PDRA	<input type="checkbox"/> Grad Student
Destination (city, state, country): _____			
Venue/Location: _____			
Purpose of Trip: _____			
Primary Method of Transportation: _____			
Departure Date: _____		Return Date: _____	
Est. Cost: _____			
Charge to: _____			
Please indicate which project this relates to (i.e. ATLAS, g-2, etc.): _____			
Reimbursement:	<input type="checkbox"/> Full	<input type="checkbox"/> Partial	<input type="checkbox"/> None
Cash Advance:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

**NOTES:**

1. Route all approval forms through the Business Manager.
2. For travel on grants/contracts funds, the travel must be related to the sponsored research and there must be funds available in the account to cover the costs incurred. For travel on other funds, the travel must benefit the Department of Physics. If funds are not available, see the Business Manager for further information.
3. Traveler understands that travel reimbursement will be taxable if receipts are not submitted in a timely manner (15 days when a travel advance is given, 30 days normally, 50 days for unusual circumstances).
4. Traveler acknowledges that if reimbursement of travel costs are received from another party and those costs were paid for from University funds, traveler will reimburse the University for the amount received.

List any classes you will miss while away. Please include course, section, start and end times, and the arrangements you have made. You must provide make-up classes, substitute lecturers, or account for the class time in some way.

**THIS SECTION TO BE COMPLETED BY BUSINESS MANAGER:**

Fund:	_____
Organization:	_____
Program:	_____
Activity:	_____
Are travel \$ available in budget?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Travel booked on T-Card?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, enter ER number(s): _____
Travel booked on P-Card?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, enter log number(s): _____