



### Student Travel Request

Please complete form and have the sponsoring faculty member sign. Forward to either IE's accountant, Andrew Poling, or Grants Coordinator, Julie Garcia (for a Fund 20) to provide funds approval. Then submit form to the Department Chair for final approval.  
Your reimbursement request, along with this form, will be required to be sent to Lisa Link after your travel has occurred.

<b>Name:</b>			
<b>Purpose of Travel:</b>			
<b>Destination:</b>			
<b>Departure Date:</b>		<b>Return Date:</b>	
<b>Teaching load coverage:</b>			

<b>Hotel &amp; Phone Number:</b>		<b>Emergency Contact's Information:</b>	
<b>Cell Phone Number:</b>			

	<u>Total</u>	<u>Charged on P-Card</u>	<b>23 Digit Account Number:</b>
<b>Lodging:</b>			
<b>Airfare:</b>			<b>If applicable, Secondary Account Number:</b>
<b>Registration:</b>			
<b>Other:</b>			<b>Funds Approval:</b>
<b>Notes:</b>			

Traveler: \_\_\_\_\_

Date: \_\_\_\_\_

Sponsoring Faculty Member: \_\_\_\_\_

Date: \_\_\_\_\_

IE Accountant/Grants Accountant: \_\_\_\_\_

Date: \_\_\_\_\_

Department Chair: \_\_\_\_\_

Date: \_\_\_\_\_

**Please see reimbursement form for per diem reimbursement rates.**