

CLASS TRAVEL REQUEST/PLANNING FORM

Complete this form and email to class-afs@uidaho.edu. Based on the information provided below, Class-AFS will create a Chrome River pre-approval report. The pre-approval report **MUST BE FULLY APPROVED** in Chrome River before any travel related purchases can be made. For more information on travel, visit <https://www.uidaho.edu/dfa/finance/controller/accounts-payable/travel-services>

EMPLOYEE NAME:			
VANDAL #:			
DESTINATION:			
INTERNATIONAL TRAVEL:		REGISTERED WITH UI INTERNATIONAL PROGRAMS:	
DEPARTURE DATE:		DEPARTURE TIME:	
RETURN DATE:		RETURN TIME:	
TRIP PURPOSE:			

Index Number(s) or No Cost to UI:	Personal Travel is Included:	Yes	No
--	-------------------------------------	------------	-----------

ESTIMATED COSTS	PAYMENT METHOD	DESCRIPTION	ESTIMATED AMOUNT
Airline Ticket			
Car Rental			
Hotel			
Registration			
Entertainment <small>(requires Entertainment Expense Approval)</small>			
Other:			

TOTAL ESTIMATED COSTS: \$

Mileage (to/from) List if roundtrip:

Departure Location	Arrival Location	Estimated Mileage
TOTAL ESTIMATED MILEAGE		<small>miles or \$</small>

Per Diem
Include all travel dates and check meal per diem is requested for; If meals are provided, per diem **cannot** be requested

Date	Breakfast	Lunch	Dinner

Do NOT include promotional or covered meals in this section

Advance Per Diem Requested?	Yes	No	Amount:
------------------------------------	------------	-----------	----------------

ADDITIONAL INFORMATION (identify friends/family traveling; personal days, etc. Information must be disclosed, costs paid separately, and no additional costs incurred by the University):

Signature of Employee Date

Signature of Supervisor Date