

College of Engineering Travel Request & Approval Form

(Approval Required for Estimated Reimbursements over \$100)

Date of Request:

Traveler Full Name:

Name of Traveler's Supervisor:

Faculty Staff RA/TA Student Fellowship

Travel Destination:

Purpose of Travel (provide business purpose of trip, provide conference name/workshop name and how it benefits your work/research in the Department:

Are you a speaker at this conference or presenting a paper/poster:

Title of paper/poster:

Dates of Travel: Departing:

Returning:

Account Number for charges:

Estimated cost of travel:

Will a university procard be used for this travel?

Is personal travel included?

If yes, provide dates of personal travel:

If personal travel is included: The ProCard may not be used for airfare and a valid cost comparison from Concur must be obtained for what the airfare would cost if traveler were flying only on official UK business. The cost comparison must be completed and printed on the same day the airline ticket is purchased.

If you will be missing any classes, please indicate if there is a contact person (faculty or graduate student) who will be covering your class duties during your absence, or if other arrangements have been made.

If using any departmental resources (as opposed to grant or contract funds) for this travel, please document the justification and any prior correspondence with the Chair. Also include estimates of expenses (travel costs, lodging, subsistence, registration costs, etc.). **Unless you specifically request departmental resources and get approval in advance, you must have grant or other funds that will cover your expenses.**

UK Travel Reimbursement policy can be found at: <http://www.uky.edu/EVPFA/Controller/files/BPM/E-5-1.pdf>

To ensure coverage under UK's International Insurance plan, all university travel outside the United States, and all university travel to U.S. territories (i.e. American Samoa, Guam, Northern Mariana Islands, Puerto Rico, and U.S. Virgin Islands), should be registered here. <https://ihss.uky.edu>

Traveler Signature:

Date:

Approval Signature:

Date: