

### Travel Request Information Form

Please complete the information below and email to [staffservices@niar.wichita.edu](mailto:staffservices@niar.wichita.edu).

**Name:**

**Funding:**

Traveler 1: \_\_\_\_\_ Org: \_\_\_\_\_ Fund: \_\_\_\_\_

Traveler 2: \_\_\_\_\_ Org: \_\_\_\_\_ Fund: \_\_\_\_\_

Traveler 3: \_\_\_\_\_ Org: \_\_\_\_\_ Fund: \_\_\_\_\_

Traveler 4: \_\_\_\_\_ Org: \_\_\_\_\_ Fund: \_\_\_\_\_

Traveler 5: \_\_\_\_\_ Org: \_\_\_\_\_ Fund: \_\_\_\_\_

**Purpose of Trip:**

If Conference - Website Link: \_\_\_\_\_

Registration Required?  Yes  No

**Dates of Travel:**

Departure: \_\_\_\_\_  
Day Month Date Approx. Time

Return: \_\_\_\_\_  
Day Month Date Approx. Time

**Lodging:**

Conference Hotel?  Yes  No

If not conference hotel, **preferred** hotel: \_\_\_\_\_

**Please note:** This is not a guarantee that we can book the preferred hotel.

**Do you need a rental car?**  Yes  No

**Reminder:** The following expenses are **not** reimbursable:

Added insurance of any kind - i.e., CDW, LDW, PAI

Fuel service option

GPS

Upgraded Vehicles

Any additional comments: