

**ARIZONA WESTERN COLLEGE
TRAVEL REQUEST FORM**

Shaded area is for
Travel Office use only

Traveler's Legal First and Last Name	AWC ID Number	Mobile Number	Pcard
Jane A Traveler	1234567	(928) 555-1234	No

Today's Date	Department	Admin Staff Name	Admin Staff Phone Number
4/29/2016	Education	Joe Admin	47555

Travel Purpose	Lodging Rate	Meal Rate	Host Hotel	Budget Code	Event Name
Conference	\$149.00	\$49.00	Yes	10-0000-00000-5810	Annual Ed Conference

Name(s) of Person(s) to Accompany You	Students on Trip	# of Staff Traveling
	<input type="radio"/> Yes <input checked="" type="radio"/> No	# of Students Traveling

Departure Date	City, State	Time	Arrival Date	City, State	Time
06/01/16	Yuma, AZ	8:00am	06/01/16	Phoenix, AZ	11:00am
06/03/16	Phoenix, AZ	6:00pm	06/03/16	Yuma, AZ	9:00pm

Mode of Transit:	Personal Vehicle	*Specify Mode of Transit:	
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ESTIMATED COSTS	Travel Office Use	
Flight ⁺		
Rental Vehicle		
Gas		
Registration ⁺		\$ 125.00
Mileage		\$ 158.42
Meals ⁺ *		\$ 137.00
Lodging ⁺ *		\$ 300.00
Parking, Shuttle, Taxi*		
Total	\$ 720.42 \$ -	

TRAVEL ADVANCE (e-Travel Request form must be received
by the Travel Office at least 8 business days prior to a check being issued)

Registration Fees	
Amount \$125.00	Date Needed May 15, 2016
Payee Ed Association	

Other Advance	
Amount	Date Needed
Payee	

*Advance to Traveler	
(lodging, meals, parking, shuttle, taxi, and other out-of-pocket expenses)	
Amount \$437.00	Date Needed May 25, 2016

Attach Supporting Documentation to Validate Costs

Driver's License # (if driving)

By submitting this e-Travel Request form you certify that the above listed driver's license is valid as required by A.R.S. § 28-3151. Also, if driving a personal vehicle, your signature certifies that you have adequate liability insurance as required by A.R.S. § 28-4131.

Add'l Information:
Budget Codes, Omni Clause, etc.

Completed registration form attached to this request. Please register me for discount by 5/15. After 5/15, fee goes up to \$200.

Submit this form (Excel format only) to your Supervisor for Approval.

Email Subject Line: Traveler's Last Name, Destination, and Departure Date. Please allow for up to 8 business days for processing after supervisor approval.

Travel Request Number

Breakfast	\$10
Lunch	\$13
Dinner	\$26

Ck#

Dt. Pd.

Ck#

Dt. Pd.

Ck#

Dt. Pd.

Date Approval Received by Travel Office

Travel Specialist

Date

Form: 313-02
Rev: 04-29