



Must be entered in SAP and provided by funding dept(s).
Funds Reservation No. _____

Travel Request Form

A

Traveler's First name	Traveler's Last name	Department/Office	Cost Center(s)
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Destination (city & state/country)	Person(s) accompanying you	Date(s) of Trip
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Purpose (Please do not use abbreviations in this section.)

B Mode of Travel: University car Rental car Private auto* Train Plane Other, please note: _____

*If traveling over 80 miles per day, a rental car is the preferred mode of transportation.

C Intended Funding Source (Check all that apply): Department College/Dean's Office CFEST Other, please note: _____

D **Prepayment Request Options**
Please provide information for blocks checked.

Travel Advance (Up to 80% of out-of-pocket expenses will be issued via check, approx. 1 week prior to travel). (Not available for most student research grants)

Home address: _____

Prepayment of Registration (attach copy of registration form/information; including remit to address).

Payable to: _____ Payment due by (date): _____

E

Travel Cost Estimate	1	Transportation: Private car (at \$0.____ per mile) / Other	1	
	2	Lodging (Including taxes)	2	
	3	Meals	3	
	4	Tolls	4	
	5	Parking	5	
	6	Miscellaneous	6	
	7	TOTAL ESTIMATE (Add line 1 through line 6)	7	
	8	REGISTRATION FEES (G/L 616000)	8	
	9	MAXIMUM TRAVEL ALLOWANCE	9	

F

International Travel Disclosure
*For International travel only

Are you traveling to sanctioned countries including Iran, Syria, Cuba, North Korea and Sudan? Yes No

Are you traveling with University-owned electronic storage devices such as laptops, smart-phones or external USB hard drives? Yes No

Are you traveling with electronic devices containing technical data related to military or equipped with dual-use technology? Yes No

*More details at www.ship.edu/public_service/forms/. 'Foreign Travel Disclosures'

If you answered 'Yes' to any of these questions, please contact IPSSP at 717-477-1251

G

Sequential Authorizations and Dates

1	<u>Traveler's</u> First Name Last Name	Signature	Date
2	<u>Chairperson/ Supervisor's</u> First Name Last Name	Signature	Date
3	<u>Director or Dean's</u> First Name Last Name	Signature	Date

Executive Authorization
*Both approvals required for international travel

Vice President or Provost	Signature	Date
President	Signature	Date

TRAVEL REQUEST FORM INSTRUCTIONS

- A - The traveler's name, department/office, cost center(s), destination, date(s) of travel, and purpose of the travel must be identified. The destination should be a specific city and state/country. If traveling to a college or university, include that with the city and state/country. Avoid abbreviations in the **Purpose** field, since these may not be known to a reviewer of this form. If someone is accompanying you, add their name(s) in the appropriate field.

- B - Specify all modes of transportation required to reach your destination. Board of Governors Policy 1986-07-A states that "the most economical means available, including automobile rentals, should be used consistent with the purpose and constraints of the travel. An employee who does not use the most economical means of travel available, consistent with the purpose and constraints of the travel, will be reimbursed as if the most economical means of travel has been used." If traveling over 80 miles per day, an Enterprise rental car becomes the preferred mode of transportation. An intermediate sized car from Enterprise can be rented for approximately \$36.00/day. Click [here](#) for the rental car process. If you are checking 'other,' please provide further details.

- C - Indicate the intended funding sources associated to support this travel. If you are marking the option 'other', please provide further details.

- D - If a Travel Advance or Prepayment of Registration is requested, check the appropriate box and provide the information required/needed in the section. Travel advance checks need to be picked up in Accounts Payable (OM 209). For prepayment of registration, make sure that the *Payable to* section is filled out and the *remit to address* is noted on the form or highlighted in the attached registration information. Remember that this form needs to be turned in to Accounts Payable at least 10 business days before the travel advance check date or registration payment deadline date. The Travel Advance option is NOT available for most student research grants including UGR and GR grants. Student researchers should contact IPSSP (717-477-1251) for further explanation.

- E - Complete the estimates and add the total in the appropriate space provided.

- F - For international travel, make sure to answer each question by checking the appropriate boxes. If you answered "Yes" to any of the questions, make sure to contact IPSSP (717-477-1251). More details can be found [here](#) by clicking the *Foreign Travel Disclosures* link under the Travel section.

- G - The form must be signed by the: 1) Traveler, (2) Department Chair or Supervisor, and (3) Dean or Director. For international travel, the form must also be signed by the Vice President and President.

Note: A **Funds Reservation** must be entered into the financial accounting system to encumber funds prior to the travel occurrence. The Funds Reservation Number must be noted on the top, right corner of the form. If travel is for a non-funded, official University business-related purpose, this form still must be completed and filed within the department.

Questions? Please call Accounts Payable at ext. 1157.

Expires 06/30/2020