

Virginia Tech Travel Estimate and Approval Form

Use this form 1) To provide an estimate of travel expenses in accordance with departmental requirements, 2) To request approval for all international travel from the Office of Export & Secure Research Compliance, and 3) To request approval for international telecommunications services from Communications Network Services. After approvals are granted, a copy of this form must be attached to the department travel expense reimbursement voucher copy. Under policy restructuring, it is no longer a requirement to send this form to the Controller's Office.

TRAVEL INFORMATION

Name of Traveler: _____ Visitor Faculty Staff Student
Phone: _____ Email: _____ Mail Code: _____
Address for Return of Form: _____
Destination(s): _____
Dates of Travel: FROM: _____ TO: _____

PURPOSE OF TRIP

1. Conference Travel:

- Giving a presentation or poster
- Serving as panel member, discussant, or chair
- Serving as an officer or board member
- Attending only
- Other please explain _____

2. Non-Conference Travel:

State Purpose: _____

Conference/name (please use complete name): _____

Estimated cost for:

Transportation: _____
Lodging: _____
Meals: _____
Conf./seminar fee: _____
CNS approved services: _____
Other: _____

Funding Source:

Org/Fund/Amount	_____	_____	_____
Org/Fund/Amount	_____	_____	_____
Org/Fund/Amount	_____	_____	_____

Total Estimated cost: _____

LODGING EXCEPTION REQUEST (Required when lodging exceeds ALLOWABLE rate.)

ALLOWABLE lodging rate (excluding taxes): _____

REQUESTED lodging rate (excluding taxes): _____

JUSTIFICATION for excessive lodging rate: _____

TRAVEL REQUEST SIGNATURES/APPROVALS

TRAVELER: _____ Date: _____

DEPT. HEAD OR DESIGNEE: _____ Date: _____

SENIOR MANAGEMENT (Optional): _____ Date: _____