

Travel Request Job Aid September 2020

1. General Information

Name – Your name as it appears on your appointment materials.

Full Address – Your home address. This may be used for the purposes of mileage calculation or to mail a check for reimbursement if you are not set up for electronic funds transfer (EFT)

Phone – A telephone number where you may be reached with any questions related to your travel request or expense report.

Email – An email address where you may be reached with any questions related to travel.

Reason for Travel – One or two statements that clearly describe the purpose you are requesting to travel.

Trip End Date – The date that you will return to your home.

Advance Reimbursement – If you require an advance for a registration fee that you have paid or will be paying, please click 'Yes', enter the amount to be paid and any pertinent information related to the fee in the comment field. If you need more than one advance reimbursement, you can choose the 'Add Another' icon to enter the additional information.

Travel Advance for Per Diem – If you require an advance for meals and incidental expenses (M&IE/Per Diem), please select this option. The funds will be issued to you approximately 10 days prior to your departure date.

Comments/Requests - Please enter information that will be helpful to the travel specialist who will be assisting you with your trip. If you are taking personal travel, please indicate which days are personal in this section.

2. Destination

Click the '+Add Destination' button and you will be prompted to enter information about your travel destination. If you are traveling to more than one destination, you will be asked to enter information for the additional destinations when this section is completed.

Place of Departure - Select the country, city and Departure date.

- **Please note:** 'United States (Continental)' includes all states except Alaska, Hawaii and the U.S. Territories. For travel to Alaska, Hawaii or one of the U.S. Territories, please choose 'Non-Continental U.S. Territories' If you are beginning your travel in a country other than the United States, the 'state' field will disappear, and you will only select the country you are departing from.

Place of Lodging – Select the country and city of lodging. *The city of lodging must be where you will be sleeping. For example, if you are attending a conference in Washington, D.C., but your place of lodging is in Arlington, VA, you will enter Arlington, VA here instead of Washington, D.C.* Enter how many days you will be at that destination, and answer if you will have any personal travel days at that destination. If 'Yes' enter how many personal travel days you will take. *Travel Central will complete a cost comparison if personal travel is chosen, to ensure adding personal travel does not increase travel costs. You will be notified if you will owe any travel costs for the personal portion of your travel.*

Primary Mode of Travel – select how you will be traveling to your destination from the pick list. Both Air and Rental Vehicle will require additional information described below.

- **Air** – answer whether or not you would like Travel Central to assist with arranging your airfare by choosing 'Yes' or 'No'. Please enter any flight requests in the text box.
- **Rental Vehicle** – answer whether or not you would like Travel Central to assist with arranging your rental vehicle by choosing 'Yes' or 'No'. Choose what size vehicle you will be renting from the pick list. Please enter a justification for the rental vehicle in the text box.

Hotel – select whether or not you will be staying at a hotel when you arrive at your destination. If 'Yes', please select whether you would like Travel Central to assist with arranging your hotel reservation. Please enter the hotel's name and phone number in the text box.

Per Diem – Please choose the appropriate city of lodging in the destination pick list. If your city of lodging is not present, please choose 'Standard CONUS Rate'. Next, enter the expected nightly lodging rate and room tax rate in the appropriate fields. Note: Room tax is normally around 10% of the nightly lodging rate.

Your Destinations – the information that was just entered in the destination field will now be displayed for your review. If you need to change anything, please click the edit or delete buttons. If you need to enter additional destination(s) please choose the '+Add Destination' button to do so. If you are only traveling to one destination, click on the 'Estimates' button at the bottom right of the page.

3. Estimates

In this section, you will enter the estimated expenses for your trip.

Estimated Expenses

- **Estimated Total Air Expense** – enter the estimate for airfare
- **Airport Parking** – enter the estimate for airport parking
- **Personal Vehicle Mileage Round Trip to Airport** – enter the total mileage for your trip to/from the airport if you will be driving your personal vehicle
- **Ground Transportation** – enter the total estimated cost of ground transportation while on travel. This includes taxis, Uber/Lyft, etc. for business purposes.
- **Traveler Paid Registration Fee** – if you are paying a registration fee to attend a conference or event, please enter the fee here.
- **Total All Other Expenses** – please list any other costs that are not specified on the travel request form here.

Your Destinations – the information regarding your trip dates, destination(s) and mode of travel will be listed in this section. It is a good idea to look over this to ensure the information is correct.

4. Review and Print

This section gives an overview of your travel request listing everything from general information to estimates and destinations. Please review the information to ensure it is accurate, then print the travel request have the appropriate approvers for your program review and sign your request.

To submit your travel request, please either scan and email the request to [Travel Central](#) (preferred method) or fax the request to (865)-574-6563.