

Non-Employee Trip Request Form

Trip requests must be done 4 weeks in advance for *international* trips. All *domestic* trips must be requested at least 1 week in advance. Please type or write clearly, then email to Travel Arrangers/Delegates Kayleigh Kirkpatrick (kayleigh.kirkpatrick@utah.edu) or Shanna Futral (shanna.futral@utah.edu).

Full Legal Name: (As it appears on your Govt. I.D.)			
Mailing Address:			
Email Address:			
Phone Number:			
U of U Student or Guest Traveler?	<input type="checkbox"/> Student <input type="checkbox"/> Guest* <small>*If checked, please fill out the UTravel Book a Trip Form (pg. 3)</small>	UNID (Students):	
Destination (City, State/Country):		Travel Dates:	
Purpose of the Trip: (Description must be 1-2 sentences)			
Title of Presentation (if presenting):			
Name of the Meeting and names of attendees (if a meeting):			
Name and Phone Number of Emergency Contact:			
Note: All trips require a University account to charge an expense report fee for reimbursement. If you don't know what chartfield to use, ask either the Travel Arrangers/Delegates or your PI.			
Activity/Project # to Charge: (If unknown, ask your Supervisor/PI)			
Name of the Activity/Project #:			
First and Last Name of Supervisor/PI/Executive of the Account:			

A few notes:

- Guest travelers seeking reimbursement need to submit a W9 with their reimbursement packet.

For U of U Students Only:

- All international trips must be requested to obtain traveler's insurance, even if you will have no expenses that need reimbursing.
- If you have a Travel Grant for your reimbursement, please send the award letter with the chartfield information to the Travel Arranger along with this form.

NEED HELP? ASK KAYLEIGH or SHANNA in 383 FASB or EMAIL at:
 Kayleigh: Kayleigh.Kirkpatrick@utah.edu Shanna: shanna.futral@utah.edu

Non-Employee Trip Request Form (cont.)

* Cash Advance:	\$	<u>Segments (check all that apply):</u> <input type="checkbox"/> Air Ticket <input type="checkbox"/> Car Rental <input type="checkbox"/> Hotel Reservation <input type="checkbox"/> Rail Ticket
* <u>Cash Advance Purpose:</u>		
* Guest travelers <i>cannot</i> request cash advances		<u>Expenses (check all that apply):</u> <input type="checkbox"/> Personal Car Mileage <input type="checkbox"/> Seminar Registration/Fees

Segments

Air Ticket	Estimate:	\$
-------------------	-----------	----

Trip Type: Round Trip One Way Multi-Segment

<u>Outbound</u>	Date:		<u>Return</u>	Date:		
	From:			Depart at:		AM/PM
	To:					
	Depart at:	AM/PM				

Car Rental	Estimate:	\$
-------------------	-----------	----

<u>Pick-up</u>	City:		<u>Drop-off</u>	City:	
	Date:			Date:	
	Time:			Time:	

Hotel Reservation	Estimate:	\$
--------------------------	-----------	----

<u>Check-In</u>	City:		<u>Check-Out</u>	City:	
	Date:			Date:	
	Time:			Time:	

Railway Ticket	Estimate:	\$
-----------------------	-----------	----

Trip Type: Round Trip One Way Multi-Segment

<u>Outbound</u>	Date:		<u>Return</u>	Date:		
	From:			Depart at:		AM/PM
	To:					
	Depart at:	AM/PM				

Expenses

Personal Car Mileage	Dates:		Miles:	
-----------------------------	--------	--	--------	--

Seminar Registration/Fees	Purchase Date:		Amount:	\$
----------------------------------	----------------	--	---------	----

Additional Comments:	
----------------------	--