

**ALL LINES MUST BE COMPLETED**  
**ANIMAL AND AVIAN SCIENCES TRAVEL APPROVAL REQUEST FORM 2016**

**FROM BUSINESS OFFICE: TRAVEL APPROVAL REQUEST NUMBER:** \_\_\_\_\_

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

PASSPORT OR VISA TYPE AND NUMBER: (only if no ss#) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

CHARGE TO KFS ACCOUNT NUMBER: \_\_\_\_\_

AGENCY: GLOBETROTTER \_\_\_\_ OMEGA \_\_\_\_ TRAVEL-ON \_\_\_\_ OTHER (SPECIFY): \_\_\_\_

PURPOSE OF TRAVEL: \_\_\_\_\_

ORIGIN: (airport if flying) \_\_\_\_\_

DESTINATION: (airport if flying) \_\_\_\_\_

DEPARTURE DATE\*: \_\_\_\_\_

RETURN DATE\*: \_\_\_\_\_

*\*If international travel on Federal funds, an itinerary must be included with all countries, airports, arrival and departure dates.*

AIRLINE NAME\*\*: \_\_\_\_\_

*\*\*For international travel, must be US Flag Carrier (ticket coded with US number*

| Cost                     | Amount \$ |
|--------------------------|-----------|
| Air/Rail:                | \$        |
| Lodging/Housing:         | \$        |
| Meals:                   | \$        |
| Phone/Fax/Communication: | \$        |

| Cost                       | Amount \$ |
|----------------------------|-----------|
| Ground Transportation:     | \$        |
| Vehicle Rental/Motor Pool: | \$        |
| Personal Car Mileage:      | \$        |
| Other:                     | \$        |

Conference Fees: (should be charged on visa purchasing card) \_\_\_\_\_

TOTAL: \_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature