

ALL LINES MUST BE COMPLETED
ANIMAL AND AVIAN SCIENCES TRAVEL APPROVAL REQUEST FORM 2022

FROM BUSINESS OFFICE: TRAVEL APPROVAL REQUEST NUMBER:

LAST NAME:

FIRST NAME:

SOCIAL SECURITY NUMBER: CONTACT BUSINESS OFFICE

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

EMAIL ADDRESS:

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:	\$
Conference Fee	\$

Cost	Amount \$
Ground Transportation:	\$
Vehicle Rental/MotorPool:	\$
Personal Car Mileage:	\$
Other:	\$

TOTAL:

Traveler's Signature
(Obtain Supervisor's signature if Traveler is a Grad Assist)

Additional Notes: