

TRAVEL REQUISITION FORM - BIOLOGY DEPT

Office Use Only: <input type="checkbox"/> Ordered <input type="checkbox"/> Posted 1st <input type="checkbox"/> TR-1 (Final)	<input type="checkbox"/> Post 2nd <input type="checkbox"/> Bud Adj	Multiple TR-1s
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NOTE: Is this for 1 particular trip? Yes _____ No _____

Is this for several trips within a certain range of date Yes _____ No _____

Traveler(s): _____

Destination: _____

Date Leaving: _____ **Date Returning:** _____

Purpose of Trip

(Conference or Individual Business / Research, etc. If a conference, please state the name.)

Mileage (1 way) _____ X 2 _____ X 0.42 = \$ _____ for 1 round trip

Note: If this is for several trips, please fill in the next line.

of trips _____ X \$ _____ for 1 trip = \$ _____ : Total for PO

Name(s) of Driver(s):** _____
**Please note: If reimbursement is needed, a separate PO, in the driver's name MUST be generated.

Registration: \$ _____ **REGISTRATION PAID WITH DEPT. T-CARD? YES or NO**

Airfare Costs \$: _____ **AIRFARE PAID WITH DEPT. T-CARD? YES or NO**

Motel: Amount of Room Per Day (w/tax) \$ _____ X _____ days = \$ _____ Total for trip

Motel per diem: _____ If over per diem, please provide reason: _____

MOTEL PAID WITH DEPT. T-CARD? YES or NO

Meals (per diem) \$ _____ per day* X _____ # of days = \$ _____ Total for Trip

* 1st day = 75% of per diem & the last day = 75% of Conway's per diem, per travel regs.

Parking: \$ _____ **Taxi:** \$ _____ **Shuttle:** \$ _____ **Misc.** \$ _____

GRAND TOTAL _____ **Requestor's Signature:** _____

Account Numbers: _____ **P.I. Signature** (if applicable): _____

Account Balance: _____ **Date:** _____

Chair's Approval: _____

Ordered By: _____ **Date:** _____

REMEMBER TO COMPLETE AND TURN IN YOUR TR-1 TO THE BIOLOGY OFFICE WITHIN 5 WORKING DAYS AFTER YOUR RETURN. INCLUDE ANY ORIGINAL RECEIPTS APPLICABLE FOR REIMBURSEMENT. TR-1 INSTRUCTIONS & FORMS ARE ON-LINE AT:

<http://uca.edu/financialaccounting/travel/> OR go to UCA website, A-Z index, Travel, TR-1

THE TRAVEL PROCEDURES ARE FOUND ON-LINE AT <http://uca.edu/financialaccounting/travel/>

Note: Travelers should acquaint themselves with the procedures before turning in a requisition.

If there are still questions, please contact the office staff.

Updated: 02.05.21