

**University of Central Arkansas  
School of Communication  
Travel Information Form**

**Information on this form is necessary for preparing the actual purchase order for your travel. Please submit this form to Hayley Fugatt, Room 308, three (3) weeks in advance of travel.**

**Important Note: If the mode of travel is air, airline tickets CANNOT be purchased in advance, only after the purchase order has been approved and MUST be purchased at least 14 days prior to travel.**

1. Name: \_\_\_\_\_
2. Date and time of departure: \_\_\_\_\_
3. Date and time of return: \_\_\_\_\_
4. Destination: \_\_\_\_\_
5. Name of Event/Conference: \_\_\_\_\_
6. Are you presenting (if so, topic): \_\_\_\_\_
7. How will this benefit the Department (teaching, research, professional development): \_\_\_\_\_  
\_\_\_\_\_
8. Mode of travel: \_\_\_\_\_
9. License Plate Number: **IMPORTANT** whether driving or flying \_\_\_\_\_
10. Estimate of trip expenses, please use [www.gsa.gov/portal/category/21287](http://www.gsa.gov/portal/category/21287) when estimating meals and lodging. When using mileage rates, the State of Arkansas now pays \$.42 per mile. Please use <http://www.maps.google.com> and use shortest time when calculating mileage.

Meals	
Lodging	
Airfare or Mileage	
Car rental	
Parking	
Incidentals	
Registration fees only – MEMBERSHIP CANNOT BE INCLUDED in travel expense	
<b>Total</b>	

11. Have you applied for any non-departmental funds, e.g., CTE? \_\_\_\_\_ If so, how much? \_\_\_\_\_

**Submit ALL receipts to Hayley for finalizing travel within five (5) days of return.**