

UOS TRAVEL REQUEST FORM

Name _____

Dates of Trip _____

Business Purpose of Trip (in detail): _____

*If this trip requires conference registration, please attach all necessary booking/registration information

Air

All travel will commence from Boston Logan Airport (BOS) unless otherwise specified: _____

Destination City/Airport _____

Departure Date _____ Time (preferred time/range) _____

Return Date _____ Time (preferred time/range) _____

Preferred Airline _____

* For trips with multiple legs, please add additional pages as necessary

Hotel

City _____ Hotel Name _____

Check -In Date _____ Do you require late Check-In? yes no

Check-Out Date _____

Is this hotel reservation for a conference?

Conference name/code _____ Negotiated Price _____

Rental Car

Pickup Location _____ Drop-off Location _____

Pickup Date _____ Pickup time _____

Return Date _____ Drop-off Time _____

* Car rentals should only be used when necessary - explanation required.

Rail Travel

Departure Station _____ Arrival Station _____

Departure Date _____ Time (preferred time/range) _____

Return Date _____ Time (preferred time/range) _____

Ground Transport

Pick-up Location _____

Pickup Date _____ Pickup Time _____

Drop-off Location _____

Pick-up Location _____

Pickup Date _____ Pickup Time _____

Drop-off Location _____

Additional Comments or Requests:

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Payment/Billing Information

Payment Info

Payment Type (circle one) Harvard GE Corporate Card Personal Credit Card Other _____

Full Name on Card _____

Billing Address _____

VISA/Mastercard/AmEx/Discover _____

Card Number _____ Exp. Date _____

Billing Info

HU Billing Code _____ - _____ - _____ - _____ - _____ - _____ - _____

Approver _____

Is any portion of this trip personal travel? ___ yes ___ no

If so, explain: _____

Estimated Cost of Trip

\$ _____

If cost of trip exceeds this amount, reapproval will be sought from the Director.

Airfare	\$ _____
Hotel	\$ _____
Conference/Course Fee	\$ _____
Other	\$ _____

Travel Arrangements Check List

1. Ensure that conference/training is part of development plan for staff. _____
2. Consider local alternatives to this travel. _____
3. Verify that other personnel will provide coverage for the traveler while absent. _____
4. Verify that trip was specifically planned for in the budget or that the budget can be adjusted to maintain balance. _____
5. Consider means by which the traveler will share technical knowledge gained with others in UOS or the University. _____
6. Investigate least cost models of travel (e.g. supersaver airfare) for this trip. Must use Expedia for Airfare. _____
7. Ensure that lodging and car rental expenses comply with University guidelines. _____

Travel Pre-Approval

Director's Signature

Date