TRAVEL REQUISITION WORKSHEET		
SUBJECTS	**INFORMATION**	**TOTAL**
NAME OF FACULTY		
FACULTY'S Z#		
EVENT DETAILS & AGENDA	*PRINT BOTH & ATTACH TO TR: Y_____ N_____*	
NAME OF EVENT		
DATE OF EVENT		
EVENT START TIME/DATE		
EVENT END TIME/DATE		
PLACE OF EVENT		
ADDRESS OF EVENT		
CONTACT PERSON		
CONTACT'S TELE#		
CONTACT'S FAX#		
FORM OF TRAVEL	DRIVING_____ OR AIR _____	
DRIVING: USE MAPQUEST	PRINTED: YES____ NO _____ 1) Always start @ ORU. 2) Put in "roundtrip" on Mapquest to get total mileage.	
DRIVING MILEAGE/CALC.	TOTAL MILES (RndTrip) _____X .555 = _____	$
AIR TRAVEL	NAME OF CONTACT:	
AIR: REQUEST ITINERARY	*PRINT ITINERARY AND ATTACH TO TR _____*	
AIR: PRICE OF TICKET		$
AIR: ADD BAGGAGE	$25.00 X 2 (Round Trip) = $50.00/Add in MISCEL. EXPENSE	
CAR RENTAL	YES _____ NO_____	$
CAR RENTAL	*PRINT CAR RENTAL QUOTE AND ATTACH TO TR_____*	
FOR CAR RENTAL	ADD GAS COST/DAY in MISCELLANEOUS SECTION of TR	
REGISTRATION	DUE DATE _____	$
IMPORTANT:	***PRINT EACH SCREEN AS YOU INPUT INFORMATION/*** **DO NOT PURCHASE, ONLY RESERVE.**	
REGISTRATION	RESERVED ONLINE___ *PRINT AND ATTACH TO TR____*	
LODGING	YES _____ NO_____	
LODGING DATES		
LODGING: #OF NITES REQ.	_____WHERE? _____	
LODGING:	RESERVATION # _____**DO NOT PURCHASE**	
LODGING : PRICE		$
LODGING:	*PRINT RESERVATION AND ATTACH TO TR _____*	
FOOD/PER DIEM		
TRIP START DATE/TIME		
DAY 1	BKFST__($6) LUNCH __($9) DINNER __($15)=_____	
DAY 2	BKFST__($6) LUNCH __($9) DINNER __($15)=_____	
DAY 3	BKFST__($6) LUNCH __($9) DINNER __($15)=_____	
DAY 4	BKFST__($6) LUNCH __($9) DINNER __($15)=_____	
DAY 5	BKFST__($6) LUNCH __($9) DINNER __($15)=_____	
TRIP END DATE/TIME		
TOTAL: FOOD PER DIEM		$
MISCELLANEOUS EXP.	Shuttle $_____ or Taxi $_____	$
MISCELLANEOUS EXP.	Hotel Room Taxes$ _____	$
MISCELLANEOUS EXP.		$
FOR CAR RENTAL: ADD GAS	(Approx. $30.00/Day) X (# of Days) =	$
TOTAL PRICE OF TRIP		$