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|---|--|
| <i>Authorization #</i>                  |  |
| <i>SF182 Training #</i>                 |  |
| <i>Accounting Code</i>                  |  |
| ASRU / PMRU / ADMIN / O&M / OTHER _____ |  |

## NPARL TRAVEL REQUEST WORKSHEET

This form is used to estimate/obligate funds for travel incurring per diem, hotel, or transportation expenses. Submit 2-4 weeks in advance for domestic travel and 2-3 months in advance for foreign or sponsored travel.

|   |  |         |  |                                      |                           |              |  |
|---|--|---------|--|--------------------------------------|---------------------------|--------------|--|
| <b>Traveler:</b>  |  |         |  |                                      |                           |              |  |
| <b>Departure Date:</b>  |  |         |  | <b>Return Date:</b>                  |                           |              |  |
| <b>Destination:</b>   |  |         |  |                                      |                           |              |  |
| <b>Travel Purpose:</b>  |  | Mission |  | Conference                           |                           | Training     |  |
| <b>Meeting Title/Purpose:</b>   |  |         |  |                                      |                           |              |  |
| <b>Is the meeting ARS sponsored?</b>  |  |         |  |                                      | <b>Contributed Funds?</b> |              |  |
| <b>Transportation needed (mark with X):</b>   |  |         |  |                                      |                           |              |  |
| GOV:  |  | POV:    |  | Airline:                             |                           | Train        |  |
| <b>Do you need a rental car?</b>  |  |         |  | Yes:                                 |                           | No:          |  |
| <b>Have you made your own hotel reservations?</b>   |  |         |  | Yes:                                 |                           | No:          |  |
| <b>Contact Address and Phone Number (hotel/office/cell phone):</b>  |  |         |  |                                      |                           |              |  |
| <b>Annual Leave Taken?</b>  |  |         |  | <b>Is family traveling with you?</b> |                           |              |  |
| <b>What dates are you not on official duty?</b>   |  |         |  |                                      |                           |              |  |
| <b>Additional Notes (i.e. name of other employees traveling with you, reason to use POV, preferred airports/airlines/hotels, etc.):</b> |  |         |  |                                      |                           |              |  |
| Are you willing to purchase a non-refundable ticket in efforts to save research funds?  |  |         |  |                                      |                           |              |  |
| <b>Supervisor Signature(permits travel):</b><br>(RL signs GovTrip Authorization)  |  |         |  |                                      |                           | <b>Date:</b> |  |