

I have read, understand, and agree to rules and regulations set forth in the employee travel handbook. I understand that all expenses are subject to review prior to approval and reimbursement.

\_\_\_\_\_  
Signature of Traveler

## REQUEST FOR OUT-OF-STATE TRAVEL

Department of Molecular and Integrative Physiology  
University of Kansas Medical Center

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

First Meeting: \_\_\_\_\_  
(Conference/Meeting Title or Name)

Location: \_\_\_\_\_  
(City & State)

Second Meeting: \_\_\_\_\_

Location: \_\_\_\_\_

Dates of Official Business: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Travel Dates: From \_\_\_\_\_ To \_\_\_\_\_

	Amount	Grant/Funding #
<b>Airfare*</b> <b>(REQUIRED)</b>		
<b>Personal Vehicle Mileage</b> (automatically determined by PeopleSoft, maximum of 60 miles @ .40/mile)		
<b>Lodging</b> _____ <b>No. of nights / room rate</b> _____ = <b>(REQUIRED) (REQUIRED)</b>		
<b>Lodging Name</b> _____ <b>(REQUIRED)</b>		
<b>Meals</b> (per diem automatically determined by PeopleSoft)		
<b>Registration fee</b>		
<b>Misc. Expenses</b> (airport parking, etc)– <b>please itemize.</b>		
<b>Rental Car**</b> <b>(PRIOR AUTHORIZATION REQUIRED)</b>		

\* Please provide your detailed flight itinerary. **(REQUIRED)**

\*\* Rental cars require prior approval from Travel Audit. Please provide a detailed explanation of why a rental car is needed.