

Virginia Tech Travel Estimate and Approval Form

TRAVEL INFORMATION

Name of Traveler: _____ Visitor Faculty Staff Student
 Traveler's Email: _____ VT ID#: _____
 Traveler's Phone: _____ Destination: _____
 Dates of Travel: FROM: _____ TO: _____

PURPOSE OF TRIP

1. Conference Travel:

- Giving a presentation or poster
- Serving as panel member, discussant, or chair
- Serving as an officer or board member
- Attending only: explain benefit to VT

2. Non-Conference Travel:

State Purpose: _____

Conference/name (please use complete name): _____
 Title of your presentation: _____

Estimated cost for:

Transportation: _____
 Lodging: _____
 Meals: _____
 Conf./seminar fee: _____
 CNS approved services: _____
 Other: _____
Total Estimated cost: _____

Funding Source:

Dept/Fund/Amount _____
 Dept/Fund/Amount _____
 Dept/Fund/Amount _____

Dept	Fund #	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other Known Travelers:

TRAVEL REQUEST SIGNATURES/APPROVALS

TRAVELER: _____ Date: _____
 SUPERVISOR *for Staff, Students & Visitors* _____ Date: _____
 Name of Supervisor/Advisor _____

ADDITIONAL APPROVAL/REVIEW/STEPS REQUIRED FOR INTERNATIONAL TRAVEL

Traveler CANNOT be reimbursed until after the trip occurs and should be requested within 30 days of returning. Staff are able to pay for flights, registration fees, and Fleet Services reservations. Please ask for details. Avoid Airbnb/Vrbo when possible. Request and keep ALL itemized receipts for reimbursement. Meals for same-day trips are generally not reimbursable. One traveler cannot claim the meal for another traveler. Flights/Trains:

- Public transportation rates must not exceed those for tourist/coach/economy class accommodations.
- Travel Protection Insurance for airline tickets is not an allowable expense.
- Upgrades from the coach seating area are enhancements to the coach fare and are not reimbursable.

Ground Transportation:

- If you use a personal vehicle, you may be reimbursed based on actual gas receipts or mileage.
- Transportation to and from restaurants is not reimbursable.
- Vehicles may be reserved no later than 24 hours in advance from Fleet Services through support staff.
- Normally, car rentals are allowed only when employees are on travel status away from their base station.
 - Reimbursements are usually only available for standard size cars.
 - Decline the rental car insurance when traveling inside the territorial United States, in Canada, or in Puerto Rico because the university provides a self-insured automobile plan for employees.
 - Decline the "up-front fuel option charge" and other add-on expenses such as GPS and roadside assistance as these are not reimbursable