

TRAVEL REQUEST
(Complete one form for each traveler)

Name: _____ ID#: _____

Home address: _____

Contact #'s: _____

Purpose of Trip: _____

Location: _____ Dates: _____

Preferred Airline: _____ Mileage #: _____

Preferred Flight Times: _____

Hotel Request? Yes or No (circle one) # of nights: _____

Preferred Hotel: _____

Rental Car? Yes or No (circle one) # of days: _____

ASWSUV Van/Car? Yes or No (circle one) Size? _____

NOTES:

Check Out: Budget Rental / Gas Cards (from Travel, then receipts to Arlene)

Per Diem: Portland (B = \$12, L = \$15, D = \$22, Lodging = \$106)
(2008) Vancouver (B = \$12, L = \$15, D = \$22, Lodging = \$101)
Seattle (B = \$16, L = \$19, D = \$29, Lodging = \$136)
Spokane (B = \$12, L = \$15, D = \$22, Lodging = \$70)
Pullman (B = \$10, L = \$12, D = \$17, Lodging = \$60)

Authorized Student Signature: _____ Date: _____

Print Name: _____

Authorized Advisor Signature: _____ Date: _____

Print Name: _____

Please check the type of funding for this purchase:

- | | |
|---|---|
| <input type="checkbox"/> ASWSUV budget Object # _____ | <input type="checkbox"/> OSI budget Program _____ |
| <input type="checkbox"/> ASWSUV bill Bill # _____ | <input type="checkbox"/> S & A acct. # _____ |
| <input type="checkbox"/> Club account # _____ | <input type="checkbox"/> Club seed/volunteer monies _____ |