

**Shared Services Travel Request** *to be filed before travel begins*

Name of Traveler: \_\_\_\_\_ Title \_\_\_\_\_

Department: \_\_\_\_\_

Type of Travel: Domestic International Destination: \_\_\_\_\_

Purpose of travel: \_\_\_\_\_

Event description: \_\_\_\_\_

Event Dates: Beginning \_\_\_\_\_ Ending: \_\_\_\_\_

Date leaving: \_\_\_\_\_ Date Returning: \_\_\_\_\_

**Transportation Expenses:**

- Private car (mileage)
- Departmental Vehicle
- Motor Pool
- Other (KCI Roadrunner/Shuttle, etc...)
- Rental Car \$ \_\_\_\_\_ \*Requires justification, please attach
- Airfare \$ \_\_\_\_\_ **Attach Airfare Itinerary**
  - Paid out of pocket
  - Paid on department credit card

**Registration Fee:**

- Attach conference agenda & conference lodging**
- Paid out of pocket
- Paid on department credit card
- Please indicate any meals that are included with the registration fee in the space below.

**Other Expenses:**

- Meals - # of Days \_\_\_\_\_
- Lodging - # of Days \_\_\_\_\_
- Miscellaneous Costs \$ \_\_\_\_\_
- (Please explain in the space below):*

**Meal and Incidental Expense Allowance Timeframes**

- Contiguous United States (CONUS): [CONUS Link](#)
- Outside Contiguous United States (OCONUS): [OCONUS Link](#)
- International Locations: [International Locations Link](#)
- Rate per Day \$ \_\_\_\_\_

**Personal Travel Included**

Personal Travel: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

- Funding from other sources (i.e. Grad School) \_\_\_\_\_
- Funding info (Account Nickname/dollar amounts) \_\_\_\_\_
- Maximum Budget \_\_\_\_\_
- Name(s) of other KSU Travelers: \_\_\_\_\_

Please submit this form to [acctgsouth@ksu.edu](mailto:acctgsouth@ksu.edu), [acctgcentral@ksu.edu](mailto:acctgcentral@ksu.edu), or [po@phys.ksu.edu](mailto:po@phys.ksu.edu) depending on the Center that processes your travel.

**\*If Foundation funding, you will need actual itemized meal receipts**

Travelers Signature: \_\_\_\_\_ Date \_\_\_\_\_

Department Head Signature (if required): \_\_\_\_\_ Date \_\_\_\_\_