

*Carnegie Institution of Washington
Department of Terrestrial Magnetism
TRAVEL REQUEST*

Purpose: A completed Travel Request will demonstrate official travel authorization and costs allowability and allocability, serve as confirmation for personnel on business travel that he or she is covered under CIW's Group Travel Accident Insurance.

Prerequisite Checklist:

- ✓ Travel Request - Request for travel authorization should be made to the business office at least four (4) weeks in advance of the anticipated departure date or meeting preregistration deadline to allow for timely and economical travel arrangements.
- ✓ Agency Prior Approval - Unless foreign travel is directly attributable to and approved in the agency award, the traveler must receive Agency Prior Approval. Such requests can normally be directed to award agency's Program Manager. Foreign travel is defined as any travel outside of Canada and the United States and its territories and possessions. For travel that requires Agency Prior Approval, such approval should be received before submitting a Travel Request.
- ✓ Use of U.S. Flag Air Carriers - Any air transportation to, from, between or within a country other than the U.S. of persons or property, the expense of which will be assisted by federal funding, must be performed by a U.S. Flag Air Carrier. Would-be exceptions to this rule are not listed here.
- ✓ Travel Expense Report - A Travel Expense Report is to be submitted to the business office within five days of completion of travel, although a thirty-day grace period is incorporated to allow for job tasks that deserve attention. Depending on Department business-related deadlines, earlier reporting may be required by the business office.

Traveler is to fill-in relevant boxes A. - I. and submit with the appropriate signature(s).

A. Traveler : _____ **B. Date:** _____

C. Destination and Purpose of Travel:

D. Foreign Travel: If this request is for foreign travel to be supported by the Principal Investigator's award, has the travel been approved by the agency? YES

E. Travel Dates: Depart- _____ Return- _____ **F. Are you presenting a paper or giving a talk?** YES

G. Travel Supported by: _____ If yes, attach _____

Federal Award Private Award DTM 4-Digit Project or Agency No.: _____

DTM Third-party Reimbursement- Supporting Organization: _____

	Amount	*Number of Days/Nights	Total
H. Travel Cost Estimates: Airfare(s)	\$		\$ -
Lodging Cost Per Night *	\$		\$ -
Food Cost Per Day *	\$		\$ -
Ground Transportation	\$		\$ -
Meeting Registration	\$		\$ -
Other:	\$		\$ -
		Total	\$ -

I. Comments:

J. Travel Requestor _____ Signature	*Note - Signature in K. box is not required if Travel Request is for Principal Investigator of grant.	*K. Supervisor or Principal Investigator Approval _____ Supervisor or PI Signature and Date
L. Authorizing Official (Director) _____ AO Signature and Date		M. Business Manager Verification (required when foreign travel is requested) _____ Business Manager Signature

9-Nov-04

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