



TRAVEL PREAPPROVAL

This form to be complete in its entirety and approved **BEFORE** travel occurs.

Please attach all information to this form

(e.g. conference brochure, registration form, lodging information, directions, requested flight times, and any other specific materials needed to make arrangements).

Funding Source: _____
funding source title

Legal Name of Traveler: _____ Title: _____
name as it appears on license Title

Cellular Phone Number: _____
000-000-0000

Travel Coordinator: _____ Contact Phone #: _____
if coordinating own travel put "self" 000-000-0000

Travel Coordinator's Email Address: _____
email@wvstateu.edu

Name of Convention/Conference Meeting: _____
conference/meeting title here

Location: _____ Dates: _____ to _____
city, state MM/DD/YY MM/DD/YY

Purpose for Attendance and Statement of Justification:

Requested Date/Time from Charleston: _____
MM/DD/YY 00:00 a.m./p.m.

Requested Date/Time to Return: _____
MM/DD/YY 00:00 a.m./p.m.

Estimated Expenses	Adv. Payment/CC/Check	Reimbursed
Airfare		
Car Rental/R&D Corp. Vehicle		
Personal Vehicle _____ mi. @ _____ rate		
Registration		
Lodging \$ _____ per _____ night/s		
Taxi/Shuttle/Ground Transportation		
Parking		
Meals: per diem rate \$ _____ @ days _____		
Other Expenses (e.g. baggage, gasoline, tolls, etc.)		
Subtotals of Estimated Expenses		



TRAVEL PREAPPROVAL cont'd

Important Information:

- This travel request form must be approved prior to making any arrangements.
- National Travel must be used to book flights and car rentals. The telephone number is 1-800-359-0160 or (304) 357-0808. Make sure to ask for a State Agent to receive the state rate.
- Expedia, Travelocity, Orbitz, Priceline, Kayak or any other travel site **cannot** be used.
- Per diem rates can be found by using the link: gsa.gov/portal/content/104877. The rate for WV is \$51. Make sure to breakdown the rate by time of departure and time returned.
- **The traveler's travel package (to include travel memo, travel request form, itinerary page, flight/directions, lodging info, agenda, per diem page, and any other necessary materials) must be submitted to the R&D Corp. B&F Office within 10 days prior to the travel date. This complete package is the documentation needed to receive a travel check prior to travel.**
- Your travel arrangements may be delayed and/or you may not receive a travel check due to the following reasons:
 - Information not attached to this form
 - Funding source not listed
 - No travel coordinator name and contact information listed
 - Traveler's address and social security # not listed with the R&D Corp. B&F Office travel modifications that have not been approved/updated in a timely manner
 - Travel sent through the process late or last minute
- **If this form is approved, be sure to submit your occupational leave prior to travel.**
- It is possible that your travel check may be ready to pick up from the R&D Corp. B&F Office within 5 days of travel. To find out the status of your travel check, please call (304) 204-4307.

The travel request form and/or the travel package will be sent back to the travel coordinator if the aforementioned items are not met. Thank you for your cooperation in ensuring your business travel plan is successful.

Requested By: _____ Date: _____
Traveler/Travel Coordinator

Approved By: _____ Date: _____
Supervisor

Approved By: _____ Date: _____
Department Head

Budget Office: _____ Date: _____

PO # Assigned: _____

Approved By: _____ Date: _____
Director of Business & Finance, RPS