

Virginia Tech
Department of Chemistry
Travel Authorization Form

Name of Traveler: _____ Traveler Hokie ID: _____

Fund/Activity (If multiple funds explain split): _____

Travel Grant Involved (provide documentation)

Purpose of Travel (if conference include conference name):

Travel Location(s) (Include City/State/Zip code):

Dates of Travel (If multiple locations include the dates and location associated):

Agenda (If conference provide print out or link to agenda):

List estimates of costs if applicable:

Airfare/Train (Specify in cost field): Yes No _____ Cost

Taxi Service/Rental/State Car (Specify in cost field): Yes No _____ Cost

Personal Car (Provide print out of Google Maps mileage): Yes No

Lodging: _____ Zip code _____ Number of Nights _____ Cost Estimation

Registration (If conference only): _____ Amount

Prepaid by Department Includes meals

If registration includes meals, How many meals and what dates?:

Per Diem Meals (Write any dates that meals have been provided for you.):

Breakfast: _____

Lunch: _____

Dinner: _____

Provide this form at least two weeks prior to trip to allow for proper processing of your travel's approval.