

Request Date: \_\_\_\_\_

T #: \_\_\_\_\_

V:æ^|Á!^~A^ c@!ã æã }

All travel is pre-approved. Please keep copies of all materials for your records.

1. Traveler Information

Name as it appears on driver's license or passport		Email Address
Home / Mailing Address		Phone Number
Date of birth	Country of Citizenship for foreign travel insurance	Cell phone number w/ area code
UNC PID number		SSAN] [ Non-UNC traveler

2. Travel Details

Attach all relevant conference materials including brochures, registration form, agenda, etc...

Conference/Event Name		
Destination (City, State) (City, Country) ±**		Dates of Trip
If UNC is arranging your flight, please provide the following: Preferred times in and out Preferred seating Frequent Flyer Number		
Purpose of Trip (indicate relationship to Project to be charged)		
Project name		Project Chartfield
If Project to be charged is associated with a grant, indicate if travel is approved in grant proposal: Yes <input type="checkbox"/> No <input type="checkbox"/> If "No", please JUSTIFY the trip as relevant to the budget (especially for international travel):		
If any portion of your travel is to be reimbursed through an outside source, please explain:		
Registration fee rule #1. It is preferred that you pay your own registration fees and submit the receipt immediately for prompt pre-travel reimbursement. Registration fee rule #2. If you wish to have UNC pay your registration directly to the event organizers, you must submit this form <b>two months</b> in advance along with the completed registration form that includes pay to and mail to information. For failure to request two months in advance, refer to Registration fee rule #1. No exceptions.		

±All UNC travelers must complete the Global Travel Registry form <http://globaltravel.unc.edu/login.cfm>, onyen required.  
\*\*If international travel is not part of the project budget, an IPAS must be filled out.

3. Approval Signatures

Traveler Signature \_\_\_\_\_  
Signature Print Name Date

PI Signature \_\_\_\_\_  
Signature Print Name Date