

COAPS TRAVEL REQUEST FORM

This form must be submitted **PRIOR** to travel. Please allow at least one month for a cash advance.

Traveler

Date

Destination (city, state, country)

Departure Date

Departure Time

Return Date

Return Time

Gratis time? Yes No Begin

End

Any funding from non-COAPS sources? Yes No Amount/Source

Purpose & Justification

Budget(s)/Project(s) Charged

Estimated Travel Costs

Amount

Payment Type

Air Fare

Lodging (\$225/night max.)

Registration

Car Rental (AVIS/Budget Preferred)

Other Transportation

Meals/Per Diem

Total

Meal Allowances (Domestic)

A daily per diem rate of \$80 per day (\$20 per quarter) in lieu of lodging and meals expenses may be reimbursed.

Breakfast - \$6.00 - when travel begins before 6:00 am and extends beyond 8:00 am

Lunch - \$11.00 - when travel begins before 12:00 pm and extends beyond 6:00 pm

Dinner - \$19.00 - when travel begins before 6:00 pm and extends beyond 8:00 pm

Request for Cash Advance? Yes No If Yes, Total Amount

Comments/Notes:

Email this form to your travel representative when completed.