

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
Purpose & Justification	
COAPS Funding? Yes - Budget/Project	No - No-Cost Travel
Non-COAPS Funding? Yes - Amount/Source	No
Estimated Travel Costs	
	Amount
	Payment Type
Air Fare	
Lodging (\$200/night max.)	
Registration	
Car Rental (Enterprise/National only)	
Other Transportation	
Meals/Per Diem	

Total	
Meal Allowances (Domestic)	
<i>A daily per diem rate of \$80 per day (\$20 per quarter) in lieu of lodging and meals expenses may be reimbursed.</i>	
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.