

## COAPS TRAVEL REQUEST FORM

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

<b>Traveler</b>	<b>Date</b>	
<b>Destination (city, state, country)</b>		
<b>Departure Date</b>	<b>Departure Time</b>	
<b>Return Date</b>	<b>Return Time</b>	
<b>Gratis time?</b> <b>Yes</b> <b>No</b> <b>Begin</b>	<b>End</b>	
<b>Purpose &amp; Justification</b>		
<b>COAPS Funding?</b> <b>Yes</b> - Budget/Project	<b>No</b> - No-Cost Travel	
<b>Non-COAPS Funding?</b> <b>Yes</b> - Amount/Source	<b>No</b>	
<b>Estimated Travel Costs</b>		
	<b>Amount</b>	<b>Payment Type</b>
<b>Air Fare</b>		
<b>Lodging (\$200/night max.)</b>		
<b>Registration</b>		
<b>Car Rental (Enterprise/National only)</b>		
<b>Other Transportation</b>		
<b>Meals/Per Diem</b>		
_____		
_____		
<b>Total</b>		
<b>Meal Allowances (Domestic)</b>		
<i>A daily per diem rate of \$80 per day (\$20 per quarter) in lieu of lodging and meals expenses may be reimbursed.</i>		
<b>Breakfast - \$6.00 - when travel begins before 6:00 am and extends beyond 8:00 am</b>		
<b>Lunch - \$11.00 - when travel begins before 12:00 pm and extends beyond 6:00 pm</b>		
<b>Dinner - \$19.00 - when travel begins before 6:00 pm and extends beyond 8:00 pm</b>		
<b>Request for Cash Advance?</b>	<b>Yes</b>	<b>No</b> <b>If Yes, Total Amount</b>

**Comments/Notes:**

***Email this form to your travel representative when completed.***