

## Travel Request Form (Prior to Trip)

Name \_\_\_\_\_ PID \_\_\_\_\_ Job Title \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Travel Destination (City) \_\_\_\_\_ (State) \_\_\_\_\_

Conference Name or Purpose of trip \_\_\_\_\_

Date of Departure: \_\_\_\_\_

Date of Return: \_\_\_\_\_

Is there a personal component related to this travel?

If yes, please detail what days are excluded from reimbursement: \_\_\_\_\_

What funding will be used to support this travel? (Project ID #): \_\_\_\_\_

Estimated cost of airfare \$ \_\_\_\_\_

Will any expenses be paid by an outside party?

If you are not a T&E card holder please contact [M&ITravelAdmin@med.unc.edu](mailto:M&ITravelAdmin@med.unc.edu) to use the department P-Card for any registration fees or membership dues.

\*Advance needed? Advances are NOT given to faculty or staff unless it is for international travel. Students may receive an advance for both domestic and international travel.

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\*Fill out this section only if you checked 'yes' for an advance

Subsistence: \_\_\_\_\_ # of days x \$ \_\_\_\_\_ (hotel) Total hotel \$ \_\_\_\_\_

\_\_\_\_\_ # of days x \$ \_\_\_\_\_ (meals) Total meals \$ \_\_\_\_\_

Grand total of advance \$ \_\_\_\_\_

Per diem amounts: \$44.10 per day for meals. Ask [M&ITravelAdmin@med.unc.edu](mailto:M&ITravelAdmin@med.unc.edu) for per diem amounts for international travel. Travel advances come 5-10 days prior to trip.