



EMPLOYEE TRAVEL APPROVAL REPORT

* Indicates a required field.

* LAST NAME

* FIRST NAME

MIDDLE NAME

* STREET I (HOME ADDR)

STREET II

STREET III

* CITY

* STATE

* ZIP CODE

* REQUESTOR NAME

* DEPARTMENT

* BUILDING / CAMPUS

* ROOM NO.

* PHONE NO.

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[Travel Policy Regulations](#)

COMMENT

* PURPOSE OF TRIP * DESTINATION HOTEL

* DEPARTURE DATE * RETURN DATE

GL String

UNIT	DIVISION	ORGANIZATION	LOCATION	FUND TYPE	B
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Projects

PROJECT ID	TASK	EXPENDITURE TYPE	EXPENDITURE ORGANIZATION	LOCATION	B
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ITEM	ITEMIZED ESTIMATED EXPENSES DESCRIPTION	ESTIMATED EXPENSE
1	TRANSPORTATION - AIR: Booked via RUTGERS travel agent? <input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>
2	TRANSPORTATION - ALL OTHERS	<input type="text"/>
3	LODGING: Conference Designated Hotel? <input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>
4	MEALS: NUMBER OF DAYS <input type="text"/> PER DIEM RATE \$ <input type="text"/>	<input type="text"/>
5	REGISTRATION FEE: Previously submitted under separate request for check form? <input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>
6	MISCELLANEOUS	<input type="text"/>
TOTAL ESTIMATED EXPENDITURE		<input type="text"/>
MAXIMUM REIMBURSED APPROVED		<input type="text"/>

Clear Form

Save Draft

Print Form

(Please Save Draft first, then If correct, on the next page, use Printer icon or File/Print to print.)