

# Travel Request Form

**INSTRUCTIONS FOR COMPLETING THIS FORM:** This Travel Request Form is for use only by Travel Planners or Travelers. Complete the items pertinent to the trip and send as an e-mail attachment to the Recommending Official (Traveler's Supervisor) for concurrence. Then the form should be returned to the Travel Planner via e-mail attachment or in hard copy form, so that the Travel Planner using the data entered on the form may prepare travel documents.

1. TRAVELER INFORMATION			
Traveler Name (Last, First, MI)		NIH Employee ID Number	
Building/Room#		Office Phone	

2. ACCOUNTING INFORMATION	
Project Number (DIRECT EXPENSES)	

3. TRIP INFORMATION			
Travel Departure (BEGIN) Date		Travel Return (END) Date	
Trip Description			

Trip Leg	Per Diem Location	Arrival Date (mm/dd/yy)	Arrival Time	Departure Date (mm/dd/yy)	Departure Time
1					
2					
3					
4					
5					

4. SPONSORED TRAVEL INFORMATION			
Is this a Sponsored Trip?	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, go to SECTION 5)		
Do you have any conflicts of interest with this sponsor that will prevent you from answering "no" to all Sponsored Travel Checklist Questions?			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Accounting Information</b>			
Project Number (REIMBURSABLE EXPENSES)			

Sponsor Name	Sponsor Contact Name	Sponsor Address	Sponsor Telephone

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5. TRAVEL EXPENSES (OTHER THAN PER DIEM)			
Preferred Hotel			
Ground Transportation to/from airport or depot	\$	or Enter # of POV Miles:	
Enter other anticipated expenses ( <i>e.g. Fees, taxes, telephone expenses, ATM Fees, transportation and other allowable miscellaneous expenses</i> )	1.		\$
	2.		\$
	3.		\$
Transportation Mode	<input type="checkbox"/> AIR <input type="checkbox"/> POV <input type="checkbox"/> TRAIN <input type="checkbox"/> BUS		
Registration Fees should be paid using: <ol style="list-style-type: none"> <li>1. Direct Payment by the Government using the I.M.P.A.C Visa Purchase Card</li> <li>2. Direct Payment by the Government with Pre-Trip Direct Deposit</li> <li>3. Pre-Payment by Traveler</li> <li>4. Fixed Fee Events - Where registration fees and other costs (e.g., one night of lodging) are required in advance, the Government-issued Purchase Card should be used to pay for these expenses. Breaking down the costs of meals, lodging, etc. will no longer be a requirement</li> </ol>			
Registration Fees	\$	Lodging/Meals Included?	Comments:
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

6. TRAVEL PREFERENCES and SPECIAL TRAVEL CIRCUMSTANCES			
Is conference Rate required?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is an Actual Expense Authorization (AEA) required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:	
If this is a foreign trip, has the Notification of Foreign Travel (NFT) been submitted to Fogarty?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Do you require exemption from the use of the government travel card?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you require First Class or other Premium Class transportation tickets?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will you be purchasing an airline ticket using personal funds (>\$100.00 USD)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will you use annual or personal leave while on this trip?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Annual Leave Date(s)	Hours	Comments/Explanation	

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<b>7. TRAVEL CASH ADVANCE</b>		
<p>Employees and Commissioned Officers who travel frequently (two or more trips per year) on official business are responsible for meeting their travel expenses. However, these employees should not have to pay official travel expenses entirely from personal funds unless they have elected not to use the Government contractor-issued charge card.</p> <p>An ATM cash advance may be taken, not to exceed the greater of: the estimated out-of-pocket cost of the trip, \$300.00 per day, or \$600.00 per week.</p>		
Cash (Direct Deposit) Advance Requested	<input type="checkbox"/> Yes <input type="checkbox"/> No (If no, proceed to Section 8)	
Reason for Cash Advance	<input type="checkbox"/> Infrequent Traveler (One trip per year or fewer) <input type="checkbox"/> Not Eligible for Travel Card <input type="checkbox"/> Other (Please provide explanation)	Reason for Cash Advance (Other):

<b>8. Recommending Signature</b>	
Recommending Official:	I, _____ (enter name) Recommend this Travel.  <input type="checkbox"/> Yes <input type="checkbox"/> No