

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 \$ _____ Are you utilizing funding from a training grant (T or F award)?

Will any expenses be paid by an outside party?

If you are not a T&E card holder please contact MITravelAdmin@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.

*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 MITravelAdmin@med.unc.edu for per diem amounts for international travel. Travel advances come 5-10 days prior to trip.