

**ENVIRONMENTAL STUDIES PROGRAM  
TRAVEL APPROVAL FORM**

Please complete **all relevant** portions of this form and return to the Environmental Studies Office located in 144 Columbia Hall.  
For questions concerning travel contact: RaDonna Aymong – 346-5081 or [raymond@uoregon.edu](mailto:raymond@uoregon.edu).

Name: \_\_\_\_\_ Date Submitted \_\_\_\_\_

Home Address: \_\_\_\_\_  
(Required for travel reimbursement)

Destination(s): \_\_\_\_\_ Travel Dates: \_\_\_\_\_

**NATURE OF PROFESSIONAL ACTIVITY**

1. **Conference Participation** (**NOTE:** Upon return submit a **conference brochure** showing the **agenda, conference dates** and any **meals/banquets/hosted events** as part of the conference.)

Name of conference: \_\_\_\_\_ Location and dates: \_\_\_\_\_  
(No acronyms!)

- Attending  
 Presenting Paper - Title: \_\_\_\_\_  
 Other (specify): \_\_\_\_\_

2. **Other** (Provide **business purpose:** start and end date(s), location, names and affiliations of individuals consulted, or places/ monuments, institutions visited, description of activity, and benefit to university. May need to be clarified upon return for reimbursement purposes.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TRAVEL INFORMATION**

1. **Will you travel while on sabbatical or another type of leave?**  
 No  Yes. (I have attached a prepared **Sabbatical Travel Approval Request** form.)
2. **Will you combine business and personal travel on this trip?**  
 No  Yes. (I will provide a quote from one of the three contracted agencies showing the cost of the business travel portion only at the time of ticket purchase.)
3. **Mode of Main Transportation:** (**NOTE:** Mode of transportation should be the most economical one suitable for the purpose of the trip.)

- a. **Air Transportation** (coach/economy, no first class)

Date ticket required: \_\_\_\_\_ OR ticketing date: \_\_\_\_\_

- Contracted travel agency/agent's name: \_\_\_\_\_  
 Away/Azumano (687-2250)  Ambassador (686-1234)  Premier (747-0909)
- Other/Agent's name (if available) and name of agency, or airline, or internet service:

Agency  Internet travel service  Commercial airline

- b. **Other** (**NOTE:** If you are **traveling out of state on routes served by common air carriers, but using other than air transportation, an airfare quote for the same itinerary must be obtained** from one of the three contracted travel agencies. Reimbursement will be for the least expensive means of transportation, taking into consideration cost of conventional terminal transportation.)

- Personal Vehicle  
 Rental Car (must be economy unless 3 or more travel together)  
 Agency name: \_\_\_\_\_ (**NOTE:** Limited Damage Waiver (LDW) is **required** for all car rentals **except** if using state agreement with Enterprise.)

Other (specify): \_\_\_\_\_

**EXPENSE AND FUNDING INFORMATION**

Expenses (estimates where necessary)	Funding Sources (specify index if possible)	Index (if known)	Amount
Airfare	Department Allocation		
Mileage _____ mi. @\$0.55/mi:	ASA / ASA Match		
Ground Travel (shuttle, taxi, etc.) <i>(Receipts required if over \$75, no reimbursements for tips)</i>	Other Funds (specify)		
Registration Fee	Support from other Academic Departments (Provost, etc.) <i>Provide documentation!</i>		
Lodging* (see below)			
Meals* (complete itinerary below)			
Miscellaneous (parking, phone calls etc.) <i>(Receipts required if over \$25 for reimbursement)</i>	Research Fund		
<b>Total:</b>	<b>Total (must match expense total)</b>		
<b>Availability of Funds Verified</b>			

\* If claiming Lodging or Meals please complete itinerary below. (NOTE: Upon return you must present a hotel receipt with your name, dates of occupancy, and a zero due balance amount for reimbursement.)

**Itinerary:**

Date	Hour of Dept.	Hour of Arr.	Destination	Breakfast \$	Lunch \$	Dinner \$	Lodging \$	Conference Hotel? Y/N
<b>TOTALS</b>								

**Meal Rates** (effective 4/1/08):  
 In-state and low cities: \$11.25/breakfast, \$11.25/lunch, \$22.50/dinner  
**Out-of-State**  
 High cities: \$14.50/breakfast, \$14.50/lunch, \$29.00/dinner  
 Low cities: \$11.25/breakfast, \$11.25/lunch, \$22.50/dinner  
 Foreign rates vary

**Lodging Rates** (effective 4/1/08):  
 In-state and low cities: \$107; high cities: \$179  
 Foreign city rates vary  
 If conference hotel, use conference hotel rate.

**Calculation Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**TRAVELER'S SIGNATURE** \_\_\_\_\_ **Date** \_\_\_\_\_  
**SUPERVISOR APPROVAL** \_\_\_\_\_ **Date** \_\_\_\_\_

