

Rice University
Chemical and Biomolecular Engineering Department

TRAVEL AUTHORIZATION REQUEST

Use this form to obtain prior approval and notify the department of intended travel.

TRAVEL INFORMATION:

Name: _____ Student ID#: _____

Title of Event/Conference/Meeting: _____

Description/Business Purpose (How will this benefit your research at Rice)?

TRAVEL ITINERARY:

Leaving Date: _____ Return Date: _____

Destination: _____

ANTICIPATED/ COSTS:

	Out of Pocket	PCard	Comments/Description of Cost
Registration Fee:	_____	_____	_____
Airfare:	_____	_____	_____
Lodging:	_____	_____	_____
Transportation:	_____	_____	_____
Meals:	_____	_____	_____
Misc:	_____	_____	_____
TOTAL COST:	_____	_____	= _____

- *Rates for meals and tips should not exceed allowed amounts per Rice and Department Policy*
- *Traveling in Texas requires traveler to request Hotel Occupancy State Tax Exemption and exemptions for state sales tax on meals purchased while conducting business for Rice.*

FUNDING INFORMATION:

Fund # *Org.*

Signature of Traveler: _____ Date: _____

Approval Signature (Advisor): _____ Date: _____

Submit to department for approval with funding information and signatures: _____
DEPT. APPROVAL