

## CREATE A TRIP

TRAVELER'S NAME \_\_\_\_\_

### TRIP ESSENTIALS

*Purpose of travel (please select):*

Conference/Professional Development

Faculty/Staff Recruitment

Fund Raising

Presentation

Research

Student Recruitment

Team/Group Travel

Other (please describe) \_\_\_\_\_

*Based on your purpose of travel, what capacity are you representing the University in your business travel? (please select)*

Attendee/Participant

Presenter

Support

Other (please specify) \_\_\_\_\_

*Justification:*

*Type of Travel:*

Individual

Group/Team

*Trip Description:*

*Trip comments:*

TRIP DESTINATIONS

Departure date: \_\_\_\_\_ Return date: \_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

Country: \_\_\_\_\_

PERSONAL TRAVEL

Does the departure date and return date defined include any portion of personal travel?

Yes

No

If yes, please define the dates that would be considered business travel.

Business begin date: \_\_\_\_\_ Business end date: \_\_\_\_\_

DESTINATION ADDRESSES

If available, add information about your lodging. Lodging details will aid the University to assist travelers in the event of an emergency.

Type:

Hotel

School/University

Work/Business

Residence

Other

Address:

TRAVELER CONTACT INFORMATION

How can we get a hold of the traveler during this trip? In addition to the University Emergency Contacts on record, you may wish to identify additional trip specific Emergency Contacts including how best to contact the traveler while on this trip.

Contact type (please select):

Self/Traveler

Other/Personal

Contact name: \_\_\_\_\_

Contact method:

Email: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Hotel/Lodging phone: \_\_\_\_\_

Other (phone): \_\_\_\_\_

ADDITIONAL CONSIDERATION

*Is the University of Iowa funding all or part of this trip (this includes grants that are administered through the University accounts)?*

Yes

No

FUNDING MFK

*Please list MFK for this trip:*

FND	ORG	DEPT	SDEPT	GRNT/PRGM	IACCT	OACCT	DACCT	FN	CCTR
-----	-----	------	-------	-----------	-------	-------	-------	----	------