

## TC TRAVEL REQUEST FORM

A TC Travel Request Form must be completed by the traveler and submitted to the department's travel coordinator no later than two-weeks before the intended departure date. \*With the implementation of Chrome River all estimated expenses must be listed in the Pre-Approval (PA). **IMPORTANT:** you will not receive a reimbursement for any expenses not listed on the PA, nor will you receive reimbursement for any expenses that exceed your estimated amounts.

If you need accommodations for travel, this must be approved/processed by the Coordinator of ADA at 765-285-1036 or [sflipowski@bsu.edu](mailto:sflipowski@bsu.edu). All accommodations must be approved prior to travel.

[Click here](#) for the BSU Travel Policy

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**1. Provide a brief Description for Travel, including the name of the event/conference and your purpose for attending:**

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**2. List Departure Information below:**

Date	
Time	
Address*	

**3. List Returning Information Below:**

Date	
Time	
Address*	

\*For processing mileage personal vehicle list complete address (street, city & zip)

**4. List Actual Dates of Event/Conference:**

Start Dt	
End Dt	

**5. Will any of the dates listed be used for Personal Time:**

No		Date(s): _____
Yes		

**6. Destination City, ST (country):** \_\_\_\_\_

Please note: For international travel it is required that you complete the Terra Dotta 45 days in advance of travel. Terra Dotta is located in your "My BSU" page under Additional Tools.

**7. Please list all funding sources (name or #) that you will be using and the amount available to you:**

<small>Name/#</small>	<small>Name/#</small>	<small>Name/#</small>
<small>Amount</small>	<small>Amount</small>	<small>Amount</small>

**8. \*List all potential estimated expenses:**

*Select Below, if applicable ↓*

Airfare \_\_\_\_\_

Registration \_\_\_\_\_

Mileage Personal Vehicle \_\_\_\_\_

University Vehicle (if approved) \_\_\_\_\_

Sedan    Van    SUV

Parking \_\_\_\_\_

Lodging \_\_\_\_\_

Per Diem \_\_\_\_\_

Ground Transportation -  
(Taxi, Shuttle, Uber and/or rail) \_\_\_\_\_

Miscellaneous \_\_\_\_\_

**TOTAL ESTIMATED EXPENSES**

Check the box if you are booking through a travel agency and they require payment

*Calculate as total mileage \* .415*

*To estimate expense, [click here](#) for BSU Trip Calculator*

*Maximum reimbursement for Indy Airport parking is \$9.00 per day*

Check the box if you are booking through a travel agency and they require payment

*Out-of-state daily rate = \$32; In-state daily rate = \$24*

*List...*

**9. If you are using a BSU vehicle, list all passengers:**

**10. Additional Comments:**