

SOUTHERN UNIVERSITY LAW CENTER
Office of Financial Affairs Travel Management Section
TRAVEL REQUEST CALCULATION FORM

Traveler's Name: _____
Department/Program: _____
Travel Destination: _____
Travel Dates: _____

Registration Information:

Will you have to pay a Registration Fee? Yes No If, yes how much? _____
Date Due: _____

Please attach your Registration Form and Conference Itinerary/Agenda (required travel documents)

Rental Vehicle:

A Defensive Driving Certificate is required
Will you need a Rental Vehicle? Yes No

If yes, please complete the following required forms located on the website:

- 1. Automobile Rental Request Form**
- 2. Rental Request Information Form**

Total Rental Vehicle Expenses: _____

Airfare: _____ Airfare Itinerary required (attach to travel documents)

Lodging: *A justification letter for approval on lodging is required only if your lodging rate exceeds the Routine/Conference Lodging Allowance.*

A) Room (**nightly rate excluding taxes**)

B) # of Days

A) _____

B) _____

Total Lodging Expense: _____

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

Per Diem: (See Meal Calculation Form on website.)

Refer to GSA Rate for travel destination and attach

Total Per Diem Expense: _____

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

Other Expenses:

Baggage: _____

Gas: (original receipt required) _____

Parking/Tolls: _____

Mileage: (personal vehicle 99 miles maximum) _____

Ground Transportation: (detailed receipt is required) _____

Other: (please list) _____

Total Other Expenses: _____

Total of Estimate Cost: _____

Travel's Notes	
Lodging Information	
Name of Hotel: _____	
<input type="checkbox"/> Conference Hotel <small>(Support documentation is required)</small>	
Nightly Rate: _____	
<input type="checkbox"/> Non-Conference Hotel	
GSA Rate: _____	
For Travel Dept Use Only	
CBA Charges	
<input type="checkbox"/> Airfare	
<input type="checkbox"/> Lodging	
<input type="checkbox"/> Registration Fee	
<input type="checkbox"/> Rental Vehicle	

Signature of Traveler

Signature of Travel Reviewer