

(For travel office use only)

Authorization #	
SF182 Training #	
Accounting Code	

## NPARL TRAVEL REQUEST WORKSHEET

Used for travel incurring per diem, hotel, or transportation expenses 2-4 weeks in advance for domestic travel.

(Must be signed by the Research Leader)

<b>Traveler:</b>							
<b>Departure Date:</b>				<b>Return Date:</b>			
<b>Destination:</b>							
<b>Purpose Code:</b>		01 Site Visit 02 Informational Meeting 03 Training (payment to vendor and attach SF-182)		04 Speech/Presentation 05 Conference Attendance 08 Special Mission		10 Other Travel/specify 15 Informal Training (no payment)	
<b>Meeting Title/Purpose:</b>							
<b>Is the meeting ARS sponsored?</b>							
<b>Transportation needed (mark with X):</b>							
GOV:		POV:		Airline:		Train	
<b>Do you need a rental car?</b>				Yes:		No:	
<b>Have you made your own hotel reservations?</b>				Yes:		No:	
<b>Contact Address and Phone Number (hotel/office/cell phone):</b>							
<b>Annual Leave Taken?</b>				<b>Is family traveling with you?</b>			
<b>Additional Notes (i.e. name of other employees traveling with you, reason to use POV, preferred airports/airlines/hotels, etc.):</b>							
Are you interested in a non-refundable ticket in efforts to save research funds?							
<b>Signature authorizing travel:</b>						<b>Date:</b>	