

**THE UNIVERSITY OF TENNESSEE  
TRAVEL REQUEST WORKSHEET**

THIS TRAVEL REQUEST MUST BE COMPLETED PRIOR TO TRAVEL

Traveler's Name: \_\_\_\_\_ Personnel Number: \_\_\_\_\_

I hereby request authority for travel on official business for the University of Tennessee to the destinations, on the dates, and for the purposes indicated below:

**DESTINATIONS:**

Start Date of Trip		End Date of Trip		Destination City/State (Lodging Address)	Reason for Trip (no abbreviations) Attach All Supporting Documents
Date	Time	Date	Time		

Mileage \_\_\_\_\_

Using Fleet Management Vehicle       Riding with: \_\_\_\_\_

**Foreign Travel (Restricted Accounts):** Specific authorization has been obtained from the sponsor for this travel:

Yes       No

Estimated Total Costs: \$ \_\_\_\_\_  No Cost to UT

Accompanied by: (Include in IRIS Comments Section) \_\_\_\_\_

**OTHER COMMENTS:**

***ATTENTION: STUDENTS – HAVE YOU RECEIVED A STUDENT TRAVEL AWARD?  
(must attach award letter)***

NO \_\_\_\_\_ YES \_\_\_\_\_ Amount awarded: \_\_\_\_\_ Received from: \_\_\_\_\_  
 NO \_\_\_\_\_ YES \_\_\_\_\_ Amount awarded: \_\_\_\_\_ Received from: \_\_\_\_\_  
 NO \_\_\_\_\_ YES \_\_\_\_\_ Amount awarded: \_\_\_\_\_ Received from: \_\_\_\_\_

**COST OBJECTS TO BE CHARGED:**

% Distribution	Cost Center/WBS Element	Internal Order

Date: \_\_\_\_\_ Traveler's Signature: \_\_\_\_\_

If Student, Name of PI: \_\_\_\_\_

PI Signature: \_\_\_\_\_