

NORTHWESTERN UNIVERSITY – TRAVEL REQUEST

Date _____

Chart String

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Request that travel be authorized for:

Fund Dept Project Activity Account

Name(s): _____

Team/Department: _____

Destination(s): _____

Purpose: _____

Travel Dates: _____

Flight Arrangements

- Paid with Credit Card
 Please confirm with Travel Agent

Please include all connecting flights

Date	Airline & Flight #	From (Airport) To	Depart Time	Arrival Time	Remarks

Fare: \$ _____ # of Travelers: _____ ATH _____

Recruiting Travel

Please complete this section if the purpose of travel is recruiting

* C = Contact E = Evaluation

Date	Recruit Name(s)/Event(s)	High School/Site	City/State	Visit Type*

Advances

I certify that I am requesting this amount for University-related activities in support of the business purpose listed and in accordance with University policies and procedures and that I have not previously received reimbursement from Northwestern University or any other entity for the estimate I am submitting on this form.

Person requesting advance: _____ Amount: \$ _____ Check Direct Deposit

Approvals

Requestor _____ Date _____

Compliance _____ Date _____

Supervisor _____ Date _____

White: Submit to Business Office prior to travel
Yellow: Submit with expense report after completing travel
Pink: Keep for your records