

GROUP TRAVEL REQUEST FORM

Submit this form to your Business Partner Team if you're planning group travel and requesting for your trip to be pre-approved.

Group Leader

Name (First, Last)	Department, Title
Justification for Group Leader Status	

Travel

Destination		
Business purpose for travel		
Dates of travel	Start date	End date

Anticipated Expense Amounts

Transportation	Lodging	Entry Fees	Meals	Other (specify)

Account(s) to be charged

[illegible]

Traveler Names (if applicable, provide names and roles of additional travelers in an attachment)

[illegible]

Approvals

Director (or Supervisor if you are a Director)	
Name (First, Last)	Signature
Fiscal Officer or Business Partner	
Name (First, Last)	Signature