

Russell Labs Travel Card Tracking Form

<u>Cardholder's Name</u>	<u>Order Date</u>
<u>Name(s) of Traveler(s)</u>	<u>Reservation Amount</u>
<u>Company Name</u>	<u>Service Fee (If Separate)</u>

<u>Departure Date</u>	<u>What is the purpose of this trip?</u>
<u>Return Date</u>	

Purpose and Intended Use					
<input type="radio"/>	Non-Employee and Students	<input type="radio"/>	Employee - In State Business	<input type="radio"/>	Employee -Out/State Business
2162		2100		2120	
<input type="radio"/>	Job Applicant Interview Expenses	<input type="radio"/>	Employee - In State Conf/Conv/Train	<input type="radio"/>	Employee -Out/State Conf/Conv/Train
2161		2115		2130	
<input type="radio"/>	<u>Other - Please explain.</u>				

SFS Acct	Fund	Program	Project		Amount
<i>Leave Blank</i>	<i>144, 133, etc</i>	<i>073600, etc</i>	<i>2,4,5,6,9,0,F</i>	<i>PRJ12AB or 144AB12</i>	<i>\$100.00</i>

Notes

<u>Cardholder Signature</u>	<u>Date</u>
<u>PI Signature (If not cardholder)</u>	<u>Date</u>
<u>Chair Signature (To Authorize Travel)</u>	<u>Date</u>

For Transportation: A copy of either **(A)** the travel agency invoice, or **(B)** the e-ticket confirmation must be attached. The invoice or confirmation must show **(1)** the traveler's name(s), **(2)** the price of the flight, **(3)** the flight dates, and **(4)** the itinerary.

For Lodging: The hotel folio (invoice) from check-out must be attached. Please make sure the traveler knows they must provide this to us upon return.

For Car Rentals: A copy of the car rental contract must be attached. Please make sure the traveler knows they must provide this to us upon return.

<input type="checkbox"/> Documentation	<input type="checkbox"/> Funding Verified	<input type="checkbox"/> Entered into PVSNet	<input type="checkbox"/> No Need Copies? <input type="checkbox"/> Yes <input type="checkbox"/> Copies Made
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Please attach all necessary supporting documentation to this form.
Please return this form to Jason Andrew in room 237E.