

**NOTES:** On-line requests should not use this form, but should be gained from Banner Finance Self Service. If submitted in duplicate, a copy will be returned to the department when approved. This form is only to be used for travel in the continental United States and Canada. Travel to Hawaii, Alaska, and out of the country must be processed on the form [Request for International Travel \(Including Hawaii and Alaska\)](#). The University Of Memphis Policy [UM1309 University Travel](#) provides additional information for completing this form.

Name:

Department:

Phone:

[Banner UID](#):

Date of Request:

Faculty/Staff

Student

Prospective Faculty

Visitor

Amount: \$

Index/Account Code to be Charged:

**Complete the following for prospective faculty or visitor:**

Address:

City:

State:

Zip:

Country:

Spouse travel authorized?

No

Yes (*Spouse travel must have Vice Presidential approval*)

Mode of Travel:

Airline

Auto (employee)

Motor Pool

Other:

Dates of Travel:

to

Destination:

Purpose of Travel:

**APPROVALS AS REQUIRED**

Department Head

Date

Dean/Director

Date

Vice President

Date

President

Date

**ACCOUNTING OFFICE USE ONLY**

Availability of Funds:\_\_\_\_\_

Travel Purchase Order Number:\_\_\_\_\_