

UNIVERSITY OF MICHIGAN FACILITIES MAINTENANCE

TRAVEL REQUEST

This form is required for all persons who wish to travel for work-related training sessions, meetings or conferences – regardless of whether or not a travel advance is requested. The original of this form must be signed by the appropriate foreman or supervisor and approved by the Associate Director in advance of any reservations for the proposed date of travel.

TRAVEL DETAILS

Traveler: _____ FM Dept/Shop: _____

Conference/ Program Name: _____

Destination: _____ Nature of participation: _____

Was this training and travel budgeted for specifically in this fiscal year? YES ____ NO ____

Could training be held locally? YES ____ NO ____

Is this one time training for employee? YES ____ NO ____ if no, see below.

Is this part of a series, i.e. 1 of 3 modules? If so, when are the rest of the modules anticipated?

Please indicate the anticipated cost for the remaining modules: _____

Will employee be able to train coworkers? YES ____ NO ____

Departure date: ___/___/___ Return date: ___/___/___

Supv's. Estimate of Travel Costs

Conf/Reg Fee \$ _____
Transportation \$ _____
Lodging \$ _____
Other \$ _____
TOTAL \$ _____

SOURCES OF FUNDING

Shop Short Code: _____
Outside Funds: _____
Work Request: _____

REQUIRED SIGNATURES

Requested by: _____

Employee Signature/Date:

Supervisor/Foreman

Travel Coordinator

Associate Director

Date

Date

Date

Distribution:
Original: with Travel Advance Form or Event number
Copy 1: in travel file (POCC)
Copy 2: Department
Copy 3: Employee