

*(Complete all information below for each traveler on a trip)*

**Travelers (include T-Number):** \_\_\_\_\_

**Purpose & Location of Travel:** \_\_\_\_\_

**Dates (Include Departure & Return times):** \_\_\_\_\_

<b>Cost of Trip</b>		<b>Cost Per Person</b>	<b>Total Cost</b>
Air Fare Does air fare need to be booked by FM BusOps? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>	To:		
	From:		
Motor Pool Vehicle or Mileage Does vehicle need to be reserved by FM BusOps? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>	# of Miles:		
	Explain:		
Car Rental, Taxi, Shuttle, Parking, etc. Does transportation need to be booked by FM BusOps? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>	Explain:		
Meals (Those not included in registration fee)	# of Breakfasts:		
	# of Lunches:		
	# of Dinners:		
Lodging Does lodging need to be booked by FM BusOps? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>	# of Nights		
	Cost/Night		
Registration/Conference Fees Does registration need to be completed and paid by FM BusOps? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>	Registration Fee:		
	Additional Items:		
Other	Explain:		
Funding Source (account): _____		<b>Total Trip Cost</b>	

**Attach agenda with anticipated session attendance highlighted and other pertinent information to this form**