

COMM Travel Reservation or Reimbursement Form



Department of Communication
THE UNIVERSITY OF UTAH

Name: _____ Date: _____

UNID: _____

Department of Communication travel requests may include including travel, lodging, fees, and per diems. Graduate students must apply for department assistance with department form 330. Submit this form to request travel arrangements for faculty, staff, visitors, and undergraduate students

- Include original receipts for reimbursement.

Faculty Staff Visitor Undergraduate Student

Reservation Request Reimbursement Request

Reason for Travel: _____

Departure City: _____ Departure Date: _____

Destination City: _____ Arrival Date: _____

Check all that apply: Flight Hotel Registration Fees Per Diem
 Car Rental Miles Driven Taxi/Shuttle Other _____

Approximate Cost: _____

Name as appears on Government ID: _____

Birthdate: _____ Cellphone Number: _____

Departure Airport: _____ Arrival Airport: _____

Departure Date: _____ Return Date: _____

Seating preference: Aisle Middle Window

International Travelers

Passport # _____ Passport Expiration Date: _____

If you have a chartfield for travel use, please enter it below:

Bu	Org	Fund	Activity	Project	Account

Department Signature: _____ Date: _____

Notes: