

## TRAVEL REQUEST

DOMESTIC

INTERNATIONAL

VIRTUAL

### TRAVELER INFORMATION

Full Name (as appears on passport/ID)

FERMI ID

Phone #

(used while traveling)

Email

Mail Stop

What lab owned equipment will you be taking if international trip?

Applying for a U.S. Visa while outside the U.S.? YES NO

### FUNDING INFORMATION

Project/Task Number

External funding? YES NO

If yes, who is providing funding?

Allocation % or amount to be funded

\*funding documentation must be provided to your admin

### TRIP INFORMATION

If this is a conference/workshop/specific event, complete the following:

Name

Event URL

Location

Event Dates

Registration Fee

For all trips, provide detailed trip description:

For international trips, provide benefit to government:

For international trips, provide name/phone/affiliation of host

Start/End Date for any personal time:

[Click here to view policy](#)

City,State,Country  
visiting:

Departure Date

Return Date

Preferred flights

(attach to email if needed)

If rental car is needed, provide justification. If blank, a rental car will not be requested:

Do you want Travel to reserve your room? YES NO

Provide Name/Address/Phone of hotel

Room Rate

If lodging exceeds FTR Max Rate, overage justification form will be required. [Click to download form](#)

[Click to look-up Domestic Per Diem/Lodging](#)

[Click to look-up International Per Diem/Lodging](#)

Additional Information you would like to provide (i.e. driving rather than flying, etc):