

GENERAL INFORMATION

Traveler's Name \_\_\_\_\_ Telephone \_\_\_\_\_

Department Biological & Ecological Engineering Dept

Date of Departure \_\_\_\_\_ Destination Cities \_\_\_\_\_

Index(es) \_\_\_\_\_ Date of Return \_\_\_\_\_

Reason(s) for Travel

\_\_\_\_\_  
\_\_\_\_\_

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TOTAL ESTIMATED COST OF TRIP

Transportation \_\_\_\_\_ Registration Fees \_\_\_\_\_

Meals \_\_\_\_\_ Lodging \_\_\_\_\_

Other \_\_\_\_\_ Total Estimated Cost \_\_\_\_\_

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AUTHORIZATION

\_\_\_\_\_  
Traveler's Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Department Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
PI Approval Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

**Attention: This form must be submitted with signatures prior to making travel arrangements. This form is not to be used for international travel on grants (use OSRAA form). For more information read: <http://fa.oregonstate.edu/fis-manual/400-expenditures/411-travel>**

Return to Annie Ingersoll, 116 Gilmore or email: [Annie.Ingersoll@oregonstate.edu](mailto:Annie.Ingersoll@oregonstate.edu)