

ERG Travel Request

Please fill out all of the fields in this form except 'Supervisor Signature' and 'I/O or CC #'. Note instructions at bottom of form.

Contact Information

First name

Last name

Phone number

Email address

Trip Details

Start Date

End Date

Estimated Cost

Location

Purpose of Trip

Name of Project or Cost Center To Charge (if known)

Supervisor Signature

I/O or Cost Center Number

Please include this completed form when:

- emailing PCard conference registration requests to Hwei-Ru Chen, ERG Budget Specialist
- requesting expense reimbursement in Concur. Attach to reimbursement on the main page titled Manage Expenses choose Manage Receipts -> Manage Attachments -> Append