

University of North Texas

AERI/IAS Travel Request Form

Upon completion of ALL sections of this form, please send it to AERI-Travel@unt.edu for processing.

Trip Overview. Please provide as much information as possible.

Traveler Name: _____

Trip Purpose (conference name, description of research, etc.): _____

Travel Destination: _____

Dates of Travel: _____ Personal Dates and Locations of Travel: _____

Trip Details. Please indicate which expenses you expect to have during your travel. Provide exact addresses when possible.

☐ Air Travel:

☐ Ground Transportation:

- Departure Airport(s): _____
- Return Airport(s): _____
- Add'l. Details: _____
- Estimated Cost: _____
- Type (Uber, rental car, etc.): _____
- Starting Location(s): _____
- Destination(s): _____
- Estimated Cost: _____

☐ Overnight Accommodation:

☐ Registration and Fees:

- Location: _____
- Number of Nights: _____
- Check in/Check out: _____
- Name of Hotel: _____
- Hotel Address: _____
- Estimated Cost: _____
- Description: _____
- Estimated Cost: _____

Please indicate which expenses will be charged to a Travel Card, if applicable:

Trip Funding. How will this trip be funded? (select all that apply and provide details in notes)

☐ Funded by UNT (grant, IDC, etc.) ☐ Travel Award (College of Science, Toulouse Graduate School, etc.)

☐ Out of Pocket ☐ Non-UNT source (conference award, host institution, etc.)

Describe funding sources: _____

Chartstrings. COMPLETE chartstring(s) MUST be provided to process travel.

Description	Org Dept	Fund Cat	Fund	Function	PC Bus Unit	Proj ID	Activity	Purpose	Notes
Example	121101	201	850000	220	NDISC	1605804	N/A	N/A	Covers 50% flight, 100% remaining

Additional Notes.

