

**Business Trip Request Form for Multi-Day Assignments**

Request Date:	
Team Member:	
Job Number or Department:	

Destination:	
Departure Date:	Return Date:
Total Travel Days:	Budgeted Trip: <input type="checkbox"/> Yes <input type="checkbox"/> No
If no, explain how we will fund this trip: (contingency or other)	
Trip Funding: <input type="checkbox"/> Personal Credit Card <input type="checkbox"/> Company Credit Card	

Airline ticket purchased at least 1 week in advance? <input type="checkbox"/> Yes <input type="checkbox"/> No
If no, please explain:
Approximate Cost of tickets:
Airport Transportation: <input type="checkbox"/> Shuttle <input type="checkbox"/> Parking <input type="checkbox"/> Public Transit
Approximate Cost of Airport Transportation:

Rental Car Use:	# of Days
Approximate Cost of Rental Car, including fuel:	
Personal Car Use:	# of Miles
Approximate Cost of Personal Car @ \$0.575 per mile:	

Hotel Stay Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	# of Days
Approximate Cost of Hotel Stay:	

Meals Per Diem	# of Days
Approximate Cost of Per Diem @ \$35 per day:	

Total Amount Budgeted for This Trip: \$ \_\_\_\_\_

**Signatures and Approvals:**

Team Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Print Name: \_\_\_\_\_

EM or PM Signature: \_\_\_\_\_ Date: \_\_\_\_\_

EM or PM Print Name: \_\_\_\_\_